

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Chief Technology Officer

REPORTS TO: Assistant Superintendent, Business Services

JOB DESCRIPTION:

The Chief Technology Officer (CTO) is responsible for the over-all district-wide vision, strategic planning, implementation, and administration of technology initiatives and services for the Pleasanton Unified School District. The CTO provides leadership for a department focused on using technology to enhance student learning and improve student achievement by fully integrated technology throughout the district and all learning and teaching environments. This individual shall provide support for the operations systems of the district technology and networks, with the goal of operational efficiency and effectiveness and state of the art instructional technology program. In addition, this individual shall oversee the district's Graphics Department. The Chief Technology Officer reports directly to the Assistant Superintendent of Business Services and works closely with the Superintendent, Assistant Superintendent of Teaching and Learning and Assistant Superintendent of Student Services. Serves as a member of the Superintendent's Extended Cabinet.

PERFORMANCE RESPONSIBILITIES:

- Plans, organizes, directs, coordinates, and controls activities of the Technology Department, including selection of hardware & software, installation and use of technology by Teaching and Learning, Business Services, Human Resources and Student Services Divisions.
- Develops and administers policy guidelines, system standards and operating procedures. Interprets policy, and establishes goals for the Technology and Information Services Department. Routinely updates the district's three-year Technology Plan.
- Support the district-wide application and use of classroom technology, distance learning, and blended learning, ensuring alignment with State and district curriculum frameworks, goals and objectives.
- Develops and administers assigned budgets. Forecast and recommend additional funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures.
- Establishes divisional priorities. Coordinates systems and programming studies and procedural developments.
- Direct and oversee the development, implementation and management of district-wide telecommunication networks, including local and wide area networks, voice, video and data communications.
- Forecasts needs and requirements, provides recommendations, and directs the design and implementation of systems and procedures for improving efficiency of operations.

- Oversees and coordinates the technological services for all district divisions. Monitors and evaluates workload.
- Supervise all functions of the district's data processing, including local, state and federal reporting including CALPADs.
- Coordinate and participate in the phasing-in of all new applications and evaluate/modify all systems and procedures required
- Establish and maintain systems and tools for gathering, warehousing, mining, integrating, and reporting data in usable and meaningful ways
- Utilize data-driven decision making and related processes in support of stakeholders
- Ensure that disaster recovery and business continuity plans that are an integral part of the district's technology program as well as data and systems security
- Confers, consults, and assists with the Teaching and Learning, Business Services, Human Resources and Student Services Division's technology activities with other departments and school sites as necessary for the proper integration and correlation of the technology systems in use including districtwide systems such as the Student Information System, Learning Management System, Financial System, and Human Resources systems.
- Participates in the selection of new employees. Supervises, trains, motivates, and evaluates staff.
- Establishes and monitors employee performance and objectives.
- Prepares and presents employee performance reviews. Provides or coordinates staff training.
- Works with employees to correct deficiencies.
- Implements discipline procedures.
- Coordinates activities with other district departments and outside agencies and organizations.
- Coordinates and controls all electronic technology procurements district-wide.
- Coordinates and reviews the procurement of all equipment, materials and supplies.
- Performs economic and technical feasibility studies and cost-benefit analyses for new hardware and/or software requirements.
- Reviews and recommends networking equipment specifications district-wide.
- Researches, prepares and presents oral and written reports as necessary. Maintains necessary records.
- Establishes technical standards and monitors adherence across the district while keeping current with emerging and changing technologies for education and business.
- Issue bid proposals documents, evaluates vendors, and negotiate contracts for new services and equipment as well as renewals of service and support contracts
- Ensure that technology solutions comply with all appropriate laws and regulations, including FERPA, HIPPA, California Education Code and District Board Policies and Administrative Regulations
- Oversee the work of the district's technology support staff in all aspects of in-class and remote technology, including 1:1 student device program
- Oversee and manage the district graphics team district-wide copier lease program
- Performing other related duties as assigned

KNOWLEDGE OF:

- Theory, principles, practices and methods associated with administration of a full-service Technology Department.
- Computer methods and techniques and systems procedures analysis and design.
- Principles and practices of personnel management including supervision, training and performance evaluation.
- Budget preparation and administration.
- Strong oral and written communication skills, including the ability to explain technically complex information and concepts to non-technical users.
- Strong written and verbal communication and presentation skills to lead workshop activities, training and presentations to key stakeholders including the Board of Trustees.

ABILITY TO:

- Foster and lead a teamwork environment that encourages creativity and innovation.
- Be adaptive and flexible in an ever changing educational landscape.
- Lead or participate in a variety of committees including internal multi-disciplinary teams and committees including parents and outside district partners.
- Lead and administer a technically complex department.
- Exhibit strong people skills while working collaboratively with a variety of stakeholders.
- Plan, assign, supervise and review system analysis, design and programming activities and computer operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Assess and coordinate the technical needs of many users across the district.
- Develop and execute contracts, leases and other agreements to meet District needs.
- Provide leadership and direction to department staff in a manner that encourages high morale and efficiency.
- Establish department goals and objectives consistent with District goals and objectives.
- Develop and administer the department budget.
- Communicate on both a formal and informal level with a wide range of contacts including District administrators and staff, county officials, and outside organizations.
- Focus on meeting and exceeding the customer experience of teachers, staff, students and parents.

TRAINING AND EXPERIENCE:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in one or more of the following areas:
 - computer science,
 - educational technology,
 - curriculum and instruction,
 - business administration.
- A minimum of 5 years of technology leadership in a business or educational setting,
- At least three years of supervisory experience required.
- Experience preK-12 education is preferred.

TERMS OF EMPLOYMENT:

220 Days Senior Director Certificated Management Salary Schedule or

220 Days Executive Director Classified Management Schedule based on degree/credentialing

BOARD APPROVED: May 6, 2021