



Romoland School District

serves, challenges, and inspires all students to achieve academic excellence, build character, and pursue life long learning.

JOB DESCRIPTION

CHIEF TECHNOLOGY OFFICER

Definition

Under the supervision of the Superintendent, work closely with school district stakeholders to develop a shared vision with long-term, big-picture perspectives on district goals to plan for meaningful and effective uses of technology and to provide leadership when creating a vision of how technology will help meet district goals. Have a high-level view across the school system and work with instructional and technical teams to identify steps needed to transform the technology vision into a long-range plan, complete with specific goals, objectives, and action plans. Manage the creation, implementation, and enforcement of policies and educational programs relating to the social, legal, and ethical issues related to technology use throughout the district and modeling responsible decision-making.

Essential Job Functions

- Actively participate as a member of the Superintendent's Cabinet to create a vision for how technology will support the district's strategic and operational goals.
- Establish and lead advisory committees that inform and support meaningful and effective uses of technology in support of the district's strategic goals.
- Facilitate the process of priority setting and decision making for meaningful and effective uses of technology in support of the district's strategic goals.
- Lead infusion of innovative technologies into all aspects of the educational environment; classrooms, school site offices, district office.
- Leverage appropriate relationships (opportunities) between emerging technology resources and the education process.
- Develop and maintain a systemic understanding of the core business and culture of the school organization.
- Employ technology within the interdependent environment of assessment, curriculum, and instruction.
- Communicate the effectiveness of technology in professional activities (e.g., model, inform, and demonstrate how technology assists with productivity).
- Work with key system leaders, people networks and/or learning communities (e.g., math teachers) and departments to identify steps needed to meet strategic goals.
- Work with key system leaders, people networks (e.g., math teachers), and departments to identify budget and funding mechanisms needed to meet strategic goals.
- Align technology team activities with the school district goals.
- Articulate and fully leverage the value of investment (VOI) in technology to ensure effective delivery of services aligned to the district vision and goals.
- Provide leadership in strategic alignment of technology with all district systems (e.g., instruction, assessment, finance, facilities, transportation, security, food service).

- Integrate technology with curriculum and instruction to provide an appropriate teaching and learning environment.
- Develop sound practices that guide, articulate, and inform the organization of risk management strategies and risk mitigation in support of business and instructional initiatives.
- Demonstrate high standards of integrity and professional conduct with consideration for fairness and honesty while ensuring adherence to state and federal laws.
- Model and ensure awareness about pertinent laws and legal issues related to implementation and use of technology in a district (e.g., copyright, privacy, and compliance).
- Facilitate equitable access to technology resources for all stakeholders.
- Serves as a system contact for all technology-related communication
- Facilitates planning and implementation of local and wide area networks.
- Facilitates planning and implementation of network file servers including web, mail, database, data, applications, and print servers.
- Develops, coordinates, and implements technology professional development in coordination with the Assistant Superintendent, Educational Services.
- Supervises the system-wide inventory of technology assets including hardware, software, and site licenses.
- Communicates with technology vendors.
- Maintains broad knowledge of state-of-the-art technology, equipment, and/or systems.
- Other duties as assigned.

Essential Job Requirements - Qualifications:

- Education: Any combination equivalent to: Bachelor's degree (B.A., B.S.) from an accredited four-year college or university. Masters degree preferred.
- Experience: Five years of technology information systems experience in K-12 public education, including management experience.

Physical Requirements: The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).

- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- California Drivers License

Work Year

247 Days

Board Approved: 11/12/2013