

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the direction of an Assistant Superintendent, plan, organize, control and direct the district-wide Information Technology (I.T.) operations, activities and functions; provides leadership, vision, and guidance in the implementation of technology initiatives and systems across the district and in the classrooms; ensures security of district systems; creates and directs the District Technology Plan and supports technology professional learning in connection with District goals; consult and advise District personnel and users on computer-related issues; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Leadership:

Plan, organize, control and direct the Information Technology (I.T.) operations, activities and functions of the District.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Remain on-call for emergency situations.

Assist in the development, implementation, modification and evaluation of District/school site technology plans.

Apply for and understand government grants and the appropriate corresponding regulations and guidelines.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Oversee bid requests, proposals, and vendor contracts, including data privacy agreements with vendors.

Works collaboratively and grows relationships with other Districts, County, and State offices as well as active participation with professional organizations.

Promotes participation of and collaboration with end user and staff representatives in needs assessment, program development, service delivery efforts and project review

Coordinates staff development to support technology integration.

Technical/Systems:

Participate in design, maintenance and installation of the school site and District student information systems, networks, and associated technologies.

Enable secure access for staff and student devices; enable secure access for network enabled automation devices such as life-safety systems, security alarms and intercoms.

Develops functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end user performance.

Develop and manage systems and procedures for state reporting compliance (CALPADS); assure access to state electronic assessments (CAASPP).

Make recommendations for site technology needs to include electrical wiring, cabling equipment, furniture, and telecommunications; present proposals for new systems or the enhancement, improvement and/or replacement of existing systems.

Meet with sales representatives regarding new hardware, peripheral equipment and software; obtain quotes and make recommendations for purchasing equipment.

Meet with outside contractors and/or consultants to determine or recommend agencies for sub-contract jobs for wiring and consulting services.

Identify and evaluate emerging technologies and provide timely recommendations for system improvements and upgrades; evaluate and implement EdTech software and hardware.

Develop and implement standards for hardware and software purchases and installations.

Assist in the resolution of application and system software problems impacting production systems and networks, as required.

Instructional:

Lead District Future Ready Team and coordinate efforts to enhance classroom instruction through the integration of technology to promote 21st Century learning skills.

Coordinate the planning and implementation of professional learning opportunities for all educational partners related to the integration of technology in the classroom and on work sites in collaboration with Educational Services Team.

Implement programs, goals and objectives, and district policies and procedures for the acquisition and application of technology in support of instructional programs.

General:

Prepare and maintain records related to access credentials, licenses and work orders; maintain records of K12 and E-rate purchases, student information systems updates/updates,

testing/assessment system data, SQL environment changes, network infrastructure equipment installation, configuration and retirement.

Develop, organize, and prepare technical documentation, operating policies and procedures, and management related reports for the District and sites.

Maintain network documentation and disaster prevention/recovery plans.

Order equipment and supplies as needed; order paper and forms for computer usage.

Prepare the preliminary operating budget for the Information Technology department; control and authorize expenditures in accordance with established limitations.

Present proposals for new systems or the enhancement, improvement and/or replacement of existing systems.

Develop, propose, and implement policies and administrative regulations guiding the appropriate and effective use of district instructional technology resources.

Operate a variety of office and IT equipment; operate a computer and assigned software.

Attend a variety of meetings to maintain current knowledge of technical advances in the field; conduct and facilitate meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of programming languages used by the District.

Strong technical understanding of computers, networks, common software such as system management packages, productivity products, relational databases, financial systems and communication programs.

Technology integration in support of the instructional program

Project control and management techniques.

Local Area Networks/Wide Area Network Technologies.

Policies, procedures, rules and regulations of a District's I.T. department.

State K12 attendance apportionment.

CALPADS state reporting rules and regulations.

CAASPP assessment system.

Applicable State and Federal laws, codes, regulations, policies and procedures such as FERPA, HIPAA, CIPA, data breaches and student privacy.

Computer operations, applications, repair, installation and software.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Data security for workstations, servers, and networks.
Systems Administration and Student Information database.
CISCO Systems/Switches & Routers, Voice-over-IP technology or equivalent.
Principles and techniques of systems and programming work including analysis and design.
Operation a variety of office and IT equipment including a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the Information Technology (I.T.) operations, activities and functions of the District Consult and advise District personnel on computer-related issues.
Effectively and efficiently analyze, evaluate, modify and adapt system software enhancements.
Analyze user informational needs and problems, and design clear and logical systems in meeting specific requirements.
Troubleshoot and resolve hardware and software problems and malfunctions.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Collaborate with other departments and Executive Cabinet to make board policy and administrative regulations recommendations.
Interpret, apply and explain rules, regulations, policies and procedures.
Manage, secure, and integrate software systems both in hosted and on-premise environments.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Effectively blend hardware, software and business practices from a diverse set of stakeholders.
Prepare narrative and statistical reports.
Prepare directions/manuals, reports and presentation for all levels of the District.
Maintain a knowledge and understanding of industry standards relating to technology.
Develop and execute a business continuity (disaster recovery) plan.
Anticipate and resolve issues related to resource use and other technical areas.
Be involved in developing and implementing training programs for IT resources used by all district educational partners.
Operate a variety of office and IT equipment including a computer and assigned software.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in computer science, management information systems or related field.

Experience: Seven years of experience in a service based Information Technology department including at least two years in recent IT management capacity. Experience in support of client server based systems.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

CCNA (Cisco Certified Network Associate), CCNP (Cisco Certified Network Professional); or experience/knowledge commensurate of CCNA & CCNP Certificate is preferred.

CITE Chief Technology Officer certification and/or ITIL level I or II certification is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to view computer monitors.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and mouse.

Lifting, pushing, pulling and carrying moderately heavy objects or equipment.

Bending at the waist, kneeling or crouching to install/repair equipment.

Reaching overhead, above the shoulders and horizontally.