CHIEF TECHNOLOGY OFFICER

Purpose Statement

Under the direction of the Chief Learning Officer, the Chief Technology Officer (CTO) provides strategic leadership and vision for planning, implementing, and integrating technology to support the instructional, administrative, and operational programs and services of the District. The CTO oversees and directs the work of the Technology Services staff and provides oversight and technical guidance to schools and departments. The CTO also works with the Superintendent Chief Learning Officer's Cabinet to further the District's vision, mission, and goals.

Essential Functions

- Serves as a member of the Superintendent Chief Learning Officer's Cabinet.
- Participates in shared governance processes and initiatives
- Represents the district's technology initiatives and needs to the Board of Education and departmental meetings
- Provides long-range vision and direction for the district's technology, information, and data systems, aligned with educational and administrative goals
- Supports the District Strategic Plan initiatives by consulting with stakeholders, planning, deploying, and implementing technology solutions
- Provides leadership and support for innovative instructional programs that leverage technology to enhance student learning
- Collaborates in the design and implementation of assessment programs that focus on formative and summative assessments
- Designs, develops, and delivers staff development programs to ensure that all staff are equipped to use technology effectively
- Collaborates with teachers, administrators, and other stakeholders to integrate electronic systems and provide seamless access to student information and assessment data for informed decision-making
- Chairs the district's Educational Technology Committee and collaborates with stakeholders to develop and implement strategies for improving classroom instruction through technology use
- Plans, organizes, directs, and coordinates activities related to telecommunications, computer networking, and computer electronics
- Collaborates with the Superintendent Chief Learning Officer, Assistant Superintendents, and school administration to keep them informed and updated on technology projects, operational changes, and service level objectives
- Collaborates with senior management to identify, assess, and mitigate potential problems before they occur and to develop and implement solutions
- Develops, reviews, and monitors project management standards for new and ongoing technology projects
- Directs and participates in the monitoring of evolving technology and feasibility studies of the potential utilization of major technological advances
- Directs the analysis of the cost-effectiveness, achievability, and operational efficiency of proposed hardware acquisitions, software development, and purchases

- Assists in instructional materials adoptions, providing support for technology-assisted instructional resources and constructivist approaches
- Directs all technology purchases for the district, including school sites and administrative support, ensuring that purchases are aligned with the district's educational and administrative goals and budget
- Works with department personnel and other stakeholders to establish and maintain the district's hardware, software, and network architectures. Manages, directs, reviews, evaluates, and assigns projects to department personnel. Leads the analysis of current and prospective problems related to district information technology systems
- Directs, reviews, and approves department personnel management functions, such as hiring and termination, staff development, certificated and classified employee evaluations, and discipline
- Ensures compliance with all applicable laws, regulations, and policies governing the district's technology systems
- Reviews business, administrative, and instructional processes for the possible application of new technology
- Collaborates with department and site administration and appropriate business department personnel to review technology bids, quotes, and contracts, ensuring that they are aligned with the district's needs and budget
- Collaborates with stakeholders to develop and implement internal technology policies, procedures, and plans, ensuring that they are aligned with the district's educational and administrative goals
- Collaborates in the development, review, and implementation of internal technology policies, procedures, and plans, ensuring that they are aligned with the district's educational and administrative goals
- Responds to outside auditor concerns and findings
- Coordinates support and training in the use of technology systems
- Publishes technology standards and procedures that align with the district's educational and administrative goals, and that support the efficient and effective use of technology
- Conducts regular reviews of disaster recovery plans and backup procedures to ensure that they are aligned with the district's needs and effective in protecting the district's data and IT systems
- Meets regularly with departments and school administration to establish and review information technology needs and other related duties.
- Performs all other duties as assigned by the Superintendent Chief Learning Officer

Job Requirements & Skills

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

Additional Qualifications/Training:

Knowledge of educational and instructional leadership, theory and practice including innovative approaches to teaching and learning, utilizing technology. Technical and administrative principles and practices of information systems; principles and methods of communication network engineering, implementation and capacity planning; common hardware applicable to school district use including servers, telecommunications systems and peripherals; servers and network software systems utilized by school districts; principles and procedures of contract administration; audit, security control and monitoring procedures; methods, policies and principles used in information systems management, facility planning and construction; broadcast television production; school district information and records management; communications law; principles, methods and techniques of modern organization, management and supervising and training methods and techniques; technology rules, regulations and guidelines that apply to K-12 education; E-Rate and other funding systems for public school funding.

Ability to Lead, plan, organize and coordinate a broad education, information technology and infrastructure management program for a school district; establish and maintain cooperative and effective working relationships; communicate information systems procedures and requirements to users; program servers, using applications and application languages or other common programming languages; detect and prevent or correct errors in data and program structure, logic and coding; design, install, debug and document new information systems and train personnel; interpret and administer statutes, regulations, and policies concerned with the legal responsibilities of the school district; supervise and evaluate the performance of assigned staff; provide technical assistance to district information systems users; assimilate and evaluate data in order to prepare clear, comprehensive reports and make sound recommendations based on the reports; communicate effectively both orally and in writing.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Five (5) years teaching experience, three (3) years site or district-level experience preferably in a technology/curriculum leadership role, additional technical experience desired, including supervisory or management level capacity

Certificates & Licenses

Clear CA Teaching Credential
Clear CA Administrative Credential

Education
Bachelor's Degree (BA., B.S.) from an accredited four-year college or university in education information systems, computer science, or related field. Master's Degree preferred

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing
Successful Completion of Pre-Employment Process

Supervision
Superintendent Chief Learning Officer

Additional Qualifications
Ability to travel to other sites/locations
Training in Professional Learning Communities - Preferred

Salary Grade
Certificated Management Range 4

Continuing Education/ Training
Training attendance at workshops as appropriate

Work Year
225 Days