

**BUENA PARK SCHOOL DISTRICT
SENIOR MANAGEMENT
RANGE M02
12-MONTH POSITION**



CHIEF TECHNOLOGY OFFICER

DEFINITION

Under the direction of the Superintendent, the Chief Technology Officer provides dynamic, responsive, collaborative, and forward-thinking vision, leadership, and management of technology systems and services to support the mission and goals of the District. This includes the planning, development, implementation, management, and maintenance of all applications, infrastructure, security, networks, technology training, and communications, as well as comprehensive support for the teaching and learning activities of the staff and students.

DISTINGUISHING CHARACTERISTICS

This position provides executive leadership and direction to the Executive Cabinet and the Management Team on computer, data, network, surveillance, and cyber security, cloud-based services, internal and external communications, including personnel, facilities, materials, equipment, emergency management, and the operation of centralized information systems and technology services that support the general goals of the District.

SUPERVISION RECEIVED AND EXERCISED

This position receives supervision and reports directly to the District Superintendent and provides direction and supervision to Information Technology staff as assigned to support the executive leadership and direction of the entire Technology division.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

- Develops, communicates, implements, evaluates, and oversees the short and long-term District Technology Plan, including the creation and maintenance of documentation for procedures, policies, and reference materials;
- Leads and works collaboratively with schools and departments to support technology integration and innovation;
- Provides oversight and direction for integrated data communications networks and database management systems, including the installation, maintenance, repair, and lifecycle management of all network and computing infrastructure districtwide;
- Plans, schedules, and directs the development of computer programs, including needs analysis, interface with other existing and planned programs, debugging, and development of comprehensive documentation;
- Provides administration and support of server-based hardware and software, including but not limited to, communication, security, school site curriculum, access level support, permissions for end users, and District enterprise applications;
- Manages and acquires funding opportunities that include, but not limited to E-rate, grants, and partnerships with community organizations and purposes;

- Oversees administration of all technology-related bids, RFPs, and associated documentation for legal and procedural compliance with all related laws and policies;
- Designs, implements, and evaluates systems and procedures to protect data integrity, reliability and accessibility;
- Develops functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance;
- Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts, and project review;
- Leads and monitors all cybersecurity, network security, and data protection initiatives, including policy development, incident response, and ongoing risk assessments, to protect district assets and sensitive data in compliance with all federal and state regulations;
- Manages and supports Student Information Systems and related databases and data integration, and communication systems;
- Collaborates with Educational Services to provide strategic direction for developing and implementing instructional and information technology programs, learning management systems, and digital assessment tools that enhance student learning, engagement, and digital fluency while aligning with curriculum frameworks and supporting student-centered instruction;
- Coordinates with Maintenance, Operations, and Facilities to align physical and digital security infrastructure;
- Leads the implementation of emergency operations technology—including reunification, visitor management, and crisis communication systems—and ensures all safety technology aligns with SEMS, NIMS, and ICS emergency management standards;
- Collaborates with site leaders, safety teams, and local law enforcement to enhance real-time communication and emergency response readiness;
- Evaluates technological changes, emerging technologies, and best practices in computer and communication fields to recommend innovative and cost-effective integration of new technologies and pilots innovative solutions that promote STEAM, computer science, and media literacy;
- Manages operating budget covering all centralized computer support throughout the District and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance;
- Maintains and manages all backup systems and processes, cloud-based services, rostering systems, and cybersecurity systems;
- Coordinates staff development to support technology integration;
- Leads and mentors technology department staff, fostering a culture of service, collaboration, and continuous improvement;
- Coordinates the systems design work necessary to support the integration of information systems and platforms;
- Coordinates vendor installations, repairs, and maintenance of District technology systems; and builds partnerships with agencies, vendors, and educational institutions to advance district technology goals;
- Maintains current knowledge of technological advances and industry trends by attending conferences, in-services, workshops, and training by the District and outside sources;
- Participates in staff hiring decisions, supervises, develops, and evaluates the work of assigned staff;

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, techniques, procedures and developments for the operation of data processing and communications technology, including standard operating systems for various computer, server, and switch platforms such as Apple iOS, MacOS, Microsoft Windows, Android, Chrome, Linux, Windows Server, and Networking OS;
- Technology integration in support of the instructional program;
- Computerized educational management practices;
- Complex computer systems design, analysis, and operations, and managing integrated database file structures;
- System design, program development, debugging, and system operation;
- Concepts of managing and supporting Microsoft Active Directory, Office 365, Azure, and Google Workspace (Suite/Apps for Education)
- Standards of wiring including twisted-pair, coaxial, and fiber-optic deployment
- LAN/WAN technologies, concepts, and support protocols; including, TCP/IP, Quality of Service (QoS), wireless LANs, Cisco IOS, VLAN, Fortinet\Fortigate infrastructure, and network and subnet routing;
- Voice Over IP (VoIP) networks, software, hardware and related communications and security principles, protocols, platforms, and procedures;
- Firewall and Filtering security concepts and applications specific to policies, access control, TCP/UDP controls and policies, intrusion and threat detection, network monitoring, SSL configuration and management, and radius configuration and management;
- Concepts of managing and supporting SQL server, SAN Storage and backup systems, Virtual Servers (Hyper-V and VMWare);
- System and network level support and management of infrastructure backup and recovery, and patch management;
- Configuration, implementation, installation, maintenance, troubleshooting, and/or repair of network communication equipment including wireless access points, computers, peripherals, A/V systems, and mobile devices;
- Student Information Systems and related databases and data integration and communication systems;
- Mobile device management platforms (MDM);
- Distributed processing;
- Managing and supporting IT or Maintenance work order systems;
- Project Management concepts and techniques;
- Employee supervision and management, including consensus building techniques and conflict resolution strategies.

Ability To:

- Plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities within schedules and timelines;

- Articulate and understand complex issues and facilitate effective problem solving;
- Develop and maintain cooperative relationships with community members, administrators, certificated staff, and classified staff;
- Communicate effectively in English in both oral and written forms with technical and non-technical personnel;
- Serve as a resource to site and District personnel;
- Establish and maintain cooperative and effective professional working relationships with a wide variety of users and educational partners and maintain a high level of professionalism making the needs of users a top priority;
- Effectively supervise and develop departmental staff;
- Prepare clear, concise, and effective reports and presentations;
- Plan and layout network and computer repair work, including estimating labor, time, and material costs;
- Work from plans, specifications, diagrams, and technical manuals;
- Maintain accurate records and technology inventory;
- Learn new and complex computer and network systems in order to keep pace with rapidly expanding technology;
- Provide overall management and technical guidance to field service and network staff;
- Operate district vehicles, observing legal and defensive driving practices;
- Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation.

Education & Experience:

Any combination equivalent to:

Education: Bachelor's degree or equivalent with emphasis in Computer Science, Information Systems, or related area from an accredited college, university, or technical school.

Additional Desirable Education Qualifications:

- Master's degree or equivalent with emphasis in Computer Science, Information Systems or related area from an accredited college, university, or technical school;
- Completion of California Chief Technology Officer Mentor Program (CTOM);
- Current Networking Certification in routing and switching;
- Current Microsoft Server, DBA, SQL, or Exchange certification.

Experience: At least five (5) years of relevant experience with increasing responsibility managing and supporting an IT infrastructure, including at least three (3) years of experience managing staff; at least three (3) years managing and supporting Active Directory network; and at least two (2) years of managing and/or supporting a Mobile Device Management (MDM) system.

Additional Desirable Experience Qualifications:

- At least one (1) year of Cisco Unified Call Manager experience or current certification;
- At least one (1) year supporting Student Information Systems (SIS);
- School or school district experience.

Licenses & Other Requirements: Possession of a valid California Motor Vehicle Operator's license and insurability by the District's liability insurance carrier.

WORKING ENVIRONMENT

The work environment and physical demands of the position, as described below, are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature, and tasks may vary depending on school site or specialized department assignment.

Work Environment: While performing the duties of this position, the employee is subject to constant interruption. The employee in this position must be able to meet deadlines with severe time constraints. This position may also be subject to high workload volumes and work without direct and/or constant supervision. Although the employee in this position works mainly indoors, they may be required to work outdoors with potentially loud noise levels, at construction sites, on rooftops, and in highly precarious places, across district-wide facilities, including schools and administrative buildings, near mechanical parts, and with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work at remote District sites as needed to perform work activities. The noise level in the work environment is usually moderate, but occasionally it can be loud.

Physical Demands: The physical demands of this position include sitting for extended periods of time, frequent standing, and the use of hands and fingers to handle and operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arms and must squat, stoop or kneel, bend at the waist, and reach above the shoulders, head, and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing, or pulling of objects generally not exceeding fifty pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials, and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

Hazards: Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

BPSD Board Approval

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