

## **CHIEF TECHNOLOGY OFFICER**

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### **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. ~~Under the Superintendent Chief Learning Officer, the Chief Technology Officer administers the Technology & Information Services Department and school site-certificated support staff by planning, organizing, directing, and reviewing the District's educational technology, information resources, and infrastructure functions, including educational technology support, administrative support, system software, network security administration, information systems operations, staff development, systems development, telecommunications, broadcast/educational television, and technical support.~~

### **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. ~~Represents Technology before the Board of Education and in district department meetings.~~
- ~~Provides long-range vision and direction for the district's technology, information, and data systems for education and administration.~~ 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. ~~Supports the District Strategic Plan initiatives through consultation, planning, deployment, and implementation of technology solutions.~~
- Provides leadership and support for innovative instructional programs that leverage technology to enhance student learning. ~~Provides leadership and support for innovative instructional programs incorporating technology.~~
- Collaborates in the design and implementation of assessment programs that focus on formative and summative assessments. ~~Assists in the design and implementation of assessment programs focused on formative and summative assessments.~~
- Designs, develops, and delivers staff development programs to ensure that all staff are equipped to use technology effectively. ~~Designs, supervises, and conducts staff development programs.~~
- 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. ~~Coordinates electronic systems for access to student information and assessment data for teachers and administrators to support classroom instruction.~~
- Chairs the district's Educational Technology Committee and collaborates with stakeholders to develop and implement strategies for improving classroom instruction through technology

use. ~~Chairs district's Educational Technology Committee and coordinates efforts to improve 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. ~~Regularly informs and updates the Superintendent Chief Learning Officer, Assistant Superintendents, and school administration 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. ~~Informs senior management of potential problems before they occur and presents 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. ~~Directs all technology purchases for the district, including school sites and administrative support.~~
- 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. ~~Establishes and maintains the district's hardware, software, and network architectures. Manages, directs, reviews, evaluates, and assigns projects to department personnel. Directs, reviews, and participates in analyzing 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. ~~Administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the technology systems.~~
- Reviews business, administrative, and instructional processes for the possible application of new technology. ~~Reviews business and administrative instructional processes for the possible application of new information 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. ~~Reviews technology bids, quotes, and contracts with department and site administration and appropriate business department personnel.~~
- 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. ~~Participates in developing and implementing internal technology policies, procedures and planning.~~

- 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. ~~Participates in the development of district plans for a wide variety of subjects.~~
- 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. ~~Develops and publishes information technology standards and procedures.~~
- 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. ~~Conducts regular reviews of disaster recovery plans and backup procedures.~~
- 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:**

#### **Education:**

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

#### **Credentials:**

Clear California Teaching Credential

California Administrative Credential

#### **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.

#### **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.

**Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of curriculum and complex financial records and reports. Dexterity of hands and fingers to operate standard office equipment. 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.

**Required Testing Certificates & Licenses**

Successful Completion of Pre-Employment Process  
Valid California Administrative Services Credential  
Clear California Teaching Credential  
Bachelor's Degree (B.A., B.S. – See Job Requirements)  
Master's Degree Preferred  
Valid California Driver's License

**Additional Qualifications**

Ability to travel to other sites/locations  
Training in Professional Learning Communities – Preferred

**Continuing Education/ Training Clearances**

Training attendance at workshops as appropriate  
Criminal Justice Fingerprints/Clearance  
TB Clearance  
~~Drug Screening~~  
~~Pre-Employment Medical Assessment~~

**Supervision:** Superintendent Chief Learning Officer

**Salary Grade:** Certificated Management Salary Schedule

**Work Year:** 225 Days

