

## **CHIEF TECHNOLOGY OFFICER**

### **DEFINITION**

Under the direction of the Assistant Superintendent of Business, provides vision and leadership in the development and implementation of a District-wide information technology (IT) program, leads the District in planning and implementing enterprise information systems to support both distributed and centralized educational and management operations while achieving more effective and cost beneficial enterprise-wide IT operations.

### **ESSENTIAL DUTIES**

- oversees the development and maintenance of District Internet services for public and staff usage
- ensures integrated planning of all administrative and educational computing, telecommunications and video applications to include District cable services
- responsible for developing, updating and disseminating the District Technology Plan
- provides technical assistance and staff development to District and site level staff to facilitate the implementation of technologically supported instruction
- develops District policies relating to technology
- develops, implements and monitors the administrative regulation and budget for technology
- works with school administration to help develop and implement school technology plans
- assists in implementation of programs to use Internet resources in school libraries and educational programs
- provides leadership and assistance in writing grants to secure supplementary funding for District-wide information technology programs
- keeps informed on current trends in the area of instructional technology to improve student achievement
- responsible for assembling and supervising a District integrated technology team
- assists in identifying and implementing instructional technology programs and staff training
- works closely with District and Site Administrators to support implementation of District instructional programs
- assists with public relations efforts
- responsible for the management of multiple information and communications systems and projects, including data, imaging, and office automation
- identifies long-term District-wide information needs and develops strategies for systems development and technology acquisition and integration
- directs the activities of management and instructional technology
- directs the architectural, engineering, design and implementation of communications infrastructure at all District facility projects
- performs other duties as assigned

### **QUALIFICATIONS**

**Knowledge of:** Advanced understanding of computer software, computer networks, computer systems and media technology; enterprise level technology development and implementation; district curriculum; budget planning and administration.

**Ability to:** Analyze educational and technical problems, identify potential solutions and make appropriate recommendations; provide quality training opportunities for District staff in areas of technology; develop, update and disseminate the District Technology Plan; develop District policies and administration regulations relating to technology; develop and monitor the department budget and assist in the development and implementation of a District budget for technology; provide technical assistance and staff development to District and site level staff to facilitate the implementation of technologically supported instruction; oversee the development and maintenance of District Internet services for public and staff usage; communicate effectively in oral and written form with District staff, outside entities, and the public; work effectively with groups; collaborate with other managers.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 40 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but will walk and stand for brief periods
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate micro-computers and business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Five (5) years of progressively responsible information systems experience with at least two (2) years of supervisory or management experience of information systems and information technology; direct management of a major IT operation (over 5,000 terminals) and/or public sector IT experience preferred.

**Education:** Bachelor's or Master's degree in Business, MIS or other closely related fields.

**License Requirement:** Verification of the possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.