



## **TITLE: CHIEF TECHNOLOGY OFFICER**

### **DEFINITION:**

Reporting to the Assistant Superintendent of Business, but working closely with the Superintendent, Assistant Superintendents and the Cabinet, the Chief Technology Officer is responsible for both the day-to-day management of the District's Technology Department, and for the planning and development of the District's future capacity to meet the information technology needs of a large high-performing school district, including providing leadership and direction to technology committees, commissions and task forces formed to assist the District in addressing the future needs of the District. This will require an ability to conceptualize, plan and manage long term initiatives and endeavors related to the development and maintenance of systems, operations and hardware.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Depending on the assignment, duties may include but are not limited to the following.**

Provide strategic leadership in anticipating and developing appropriate and innovative responses to future needs and challenges regarding the District's information technology systems and practices.

Assess and obtain technology funding opportunities, including public and private grants, District financing initiatives and public and private partnerships.

Coordinate the activities of District technology committees, commissions and task forces.

Develop and maintain relationships with potential partners in business and industry.

Direct and coordinate refinement of a District-wide integrated information system that ensures the most efficient and effective use of hardware, software and systems networking.

Provide leadership, direction and supervision to the existing Technology Department staff, and recommend changes in staffing as appropriate.

Responsible for training initiatives both within the Department, for District Office staff, and for technology users throughout the District as appropriate with the evolution of technology applications in the District.

Lead the evaluation, selection and implementation process for new software and hardware acquisition that is both cost effective and appropriate to the evolving needs of the District.

### **QUALIFICATIONS:**

#### **Knowledge of:**

Information technology practices and trends in both private and public sector organizations of similar size and complexity.

Data processing systems and procedures, accounting, training methodology, networks, and personal computer software and hardware.

School business, student record keeping, pupil personnel applications, including scheduling, grade reporting, attendance accounting, purchasing.

Evolving uses of classroom technology that intersect with District-wide technology infrastructure

**Ability to:**

Analyze and coordinate staffing needs.

Develop and manage department and project budgets.

Instruct, motivate and direct staff.

Work effectively with a wide and diverse set of technology users, managers and community members.

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Prepare clear, concise and accurate reports, and also develop and deliver effective presentations to small and large audiences, including Board presentations.

**Required Education:** Equivalent to completion of a bachelor's degree in computer science, business administration, management information systems, information technology, or related field; higher degrees desirable.

**Required Experience:** Five years of increasingly responsible management information systems experience, including responsibility for developing procedures and applications, major system upgrades and new software implementations, and performing systems analysis and programming work and supervising operations and personnel. Experience should demonstrate innovative leadership and vision...

**LICENSES AND CERTIFICATIONS:**

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

**OTHER CONDITIONS OF EMPLOYEMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record, which is relevant to the position.

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