



# Santa Barbara Unified School District

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www.sbsdk12.org

**Title:** Chief Technology Officer (CTO)

**Reports to:** Superintendent

**Salary Range:** \$180,723 - \$207,593 (Range 28B, plus Annual stipends for a Master's and Doctorate degrees)

**Employment Status:** Full-time (FLSA Exempt) - Senior Classified Management Position

**Benefits:** Eligible to participate in District health, vision, dental and term life insurance.

## Overview:

The Chief Technology Officer (CTO) is a member of the executive cabinet who is responsible for developing and leading the District's data and information systems and strategies and the education technology (EdTech) initiatives. Both these fields drive organizational decisions, school performance, and student outcomes. The CTO develops data procedures and policies, and works closely with federal and state education government agencies, various departments to collect, prepare, organize, protect and analyze data assets while ensuring that the district meets its annual objectives. The CTO also develops and implements the decisions of the district related to education technology by collaborating closely with school leaders, directors, cabinet members and also serves and supports the needs of students, teachers, staff and families. A key function is the collaboration with education services to develop an instructional technology plan that ensures the students are at the center of decision making and resource allocation.

## Essential Functions:

### Equity

- Provide leadership that delivers on the unique needs of a socio-economically, culturally, ethnically, racially and linguistically diverse student population.
- Direct the overall design and implementation of data strategies that enhance the development, planning, coordination, implementation, and evaluation of all District programs and does so with a lens of cultural diversity, equity and inclusion.
- Develop operating, information, and EdTech strategies, plans and procedures and methods for their implementation with an equity lens.
- Manage organizational or project budgets that reflect the values of the District related to serving the needs of the needs of the socio-economically, culturally, ethnically, racially and linguistically diverse student population.
- Maintain knowledge of current developments in information technology and education technology and management information systems and the District's EdTech platforms and approaches.

### Accountability

- Lead interdisciplinary teams with data structures and EdTech systems that enhance outcomes for students.
- Oversee the collection, storage, management, quality, and protection of data and information.
- Implement data policies and comply with data protection regulations.
- Procure data and information systems and EdTech platforms that move the district toward achieving its mission.
- Develop organizational goals and objectives as they relate to data and information systems and EdTech strategy for the District.

- Coordinate the validation and correction of internal data and information, including but not limited to CalPADS, Munis, and assessment data systems.
- Coordinate the reporting of data and information to state and federal agencies as required.
- Coordinate the work and activities of staff, and evaluate performance of staff.

#### **Student-Centered**

- Communicate the status, value, and importance of data and information collection and analysis to executive cabinet members and district management and the impact it has on student achievement.
- Collaborate with project teams or administrators in the EdTech space to provide support for information needed to raise student achievement levels, particularly socio-economically, culturally, ethnically, racially and linguistically diverse student population.
- Identify the training or professional learning needs for staff to improve the EdTech programs for students.

#### **Culture and Climate**

- Manage and coordinate data systems and EdTech strategy development and integration.
- Advise internal clients on technical or procedural issues, coordinate operational activities with internal stakeholders, develop solutions for information processing, storage and retrieval.
- Recommend organizational process or policy changes.

Perform other duties as assigned

**Working Conditions & Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

#### **Knowledge of:**

- The importance of equity, cultural proficiency, cultural awareness, implicit bias, and anti-racist agenda.
- Two-way communication methods that enhance the district's standing with families, students and employees.
- Transformational systems leadership approach.
- Data analysis and data-driven decision making.

- Procedures, methods and techniques of organization, management and supervision of personnel
- Leadership strategies that will result in transformational change that prioritizes equitable outcomes for all students.
- Evaluation and training techniques to ensure program and personnel effectiveness with all types of students.
- Business and management principles involved in strategic planning, resource allocation, production methods and leadership.
- Contemporary information systems, applications and knowledge or Munis, Aeries, NEO, and other technology and EdTech platforms used by the District.
- Principles and processes for providing customer service, including customer needs assessment, quality standards and evaluation of customer satisfaction.

**Ability to:**

- Implement an equity agenda that ensures that all school programs are centered around the acceptance and achievement of all students.
- Ability to compile, code, categorize, calculate, analyze or validate complex information or data.
- Ability to operate a computer, tablet, and proprietary or variety of mass market software or applications.
- Strong interpersonal communication skills.
- Establish accountability measures that ensure that every staff member is focused on equal educational opportunities for all students and families, particularly those socio-economically disadvantaged, and our culturally, ethnically, racially and linguistically diverse students and families.
- Knowledge of all laws, rules, regulations, and Ed Code related to school programs and personnel.
- Excellent written and verbal communication skills, and ability to present to diverse audiences.

**Education, Training and Experience**

- Bachelor's degree or higher. A degree in Computer Science, Information Science, Business Administration or Management Information Systems is preferred.
- A Master's Degree is preferred.
- Three (3) years of management or executive experience.
- Three (3) years of experience in information or data systems management, or EdTech platforms preferably in a K12 public education setting
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Desire for second language proficiency in Spanish or other language to match community needs.

*The District reserves the right to update, revise or change this job description and related duties at any time.*