

Position Description

Position: Chief Technology Officer	For Board Approved (revised): 2/9/21-Effective Date: 2/18/21
Salary Grade: Classified Administrative	Board Approved: 5/5/2015 FLSA: Exempt

Summary

Plans, organizes, and provides strategic direction and control of information technology and integration of systems that support data communications, storage and retrieval, and financial transactions for the academic and business needs of the District. Provides vision and leadership for the strategic planning, development, implementation and support of information and learning technologies for instruction, student services, and administrative and operational systems.

Distinguishing Career Features

The Chief Technology Officer plans and integrates information technology services for academic, business, student records, and communication. The position directs and guides centralized services that ensure transaction and data communications security, continuous operations and redundancy through a team of subordinate supervisors, professional, technical and support staff. The Chief Technology Officer requires the ability to integrate web-based and relational databases and sufficient architecture for current and anticipated capacity. The Chief Technology Officer requires the ability to establish controls and permissions ensuring the security and integrity of data and consistency in computer software applications.

Essential Duties and Responsibilities

- Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.
- Develops a continuous planning process in information technology that will support teaching and learning, staff, students, and the community. Provides leadership in the refinement and implementation of the District's Information Technology plans.
- Develops and directs design and implementation of technology infrastructure models that support classroom reforms and technology-based professional development designed to advance the District's educational technology strategies and action plans.
- Consults and collaborates with teaching and learning functions to develop technology-based classroom innovations that stimulate and enhance academic outcomes and information sharing and reporting.
- Collaborates with other stakeholders such as departments, feeder districts, community-based and commercial organizations for the purpose of advancing and implementing technology-facilitated school improvement programs.
- Provides managerial direction for the full development, implementation, and refinement of all systems including the District's integrated academic and administrative software computing systems.
- Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software.
- Conceptualizes, analyzes, designs and programs highly diverse and complex programs for administrative and academic users. Researches alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement.

- Coordinates multidisciplinary teams for conversion of applications to integrated relational database formats. Leads and participates in developing data models and standards, determining the data base fields of information, and training of users.
- Coordinates the collection and analysis of critical District information systems including student achievement data, human resources/labor relations data and fiscal data to ensure accuracy of information and integrity and credibility of the District.
- Directs, trains and establishes levels of service and performance expectations of the Information Technology staff in such a way as to optimize service to both instructional and business support customers.
- Develops, recommends and controls expenditures for the budget governing Information Technology services, and coordinates this budget with District, functional and site-level projects and services.
- Institutes quality controls such as system of check and balances with contractors, consultants and others who share in the process of information technology development within the District.
- Participates in and directs committee processes, projects and special assignments.
- Reviews and maintains an enterprise-wide-system recovery plan to ensure timely and effective restoration of information technology services in the event of a disaster.
- Maintains up-to-date knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned that support the objectives of the position.

Qualifications

▪ Knowledge and Skills

The position requires advanced specialized knowledge of computer applications, operating systems, hardware, telecommunications, and network systems. Requires advanced knowledge of the role educational technologies have in supporting state and District curriculum standards. Requires advanced knowledge of complex network infrastructure, systems management, relational database systems and internet services. The position requires advanced, progressive, in-depth knowledge of program development techniques, procedures, tools, and documentation requirements as well as software systems development life cycles. Requires advanced project management skills. Requires specialized knowledge of complex principles and procedures of computer systems, including analysis, and design. Requires in-depth knowledge of relational database concepts, design techniques, and tools. Requires advanced human relations skills to make formal presentations, influence others, facilitate group processes, conduct training, provide technical consultation, and determine department needs or problems.

▪ Abilities

Requires the ability to plan, design, organize, and integrate the complete range of operating systems used by the District. Requires the ability to direct the development and implementation of short-and-long-term cohesive information technology strategies. Requires the ability to conceptualize and analyze unique, unprecedented, and highly technical problems and to develop and apply appropriate solutions. Requires the ability to translate user requirements into computer programs and systems. Requires the ability to coordinate systems development functions and steps and follow logical progressions for programming systems. Requires the ability to analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs. Requires the ability to direct and design logical and physical database structures and relationships, including those for networked and web-based systems. Requires the ability to sequence steps and oversee conversion to new systems. Requires understanding of, sensitivity to, and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.

- **Physical Abilities**

Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature. Requires the ability to sit for extended periods of time to accomplish data entry and desk work. Requires sufficient arm, hand and finger dexterity in order to use a personal computer keyboard, multi-media presentation and other office equipment. Requires normal hearing and speaking skills to communicate with staff in one-on-one and group settings. Visual acuity to read printed materials and computer screens.

- **Education and Experience**

The position requires a Master's degree in computer science, management information systems, education technology or related field discipline plus 5 years of experience leading the design and programming of applications, databases and of operating systems in a rapidly changing setting, preferably in an educational environment and including two years of functional or large project leadership. Alternatively, may accept a bachelor's degree and 8 years of progressive experience in information technologies.

- **Licenses and Certificates**

Valid driver's license and proof of insurance are required.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.