Position:	Chief Technology Officer	**FLSA:**	Exempt
Department/Site:	Technology Services	**Salary Grade:**	131
Reports to/Evaluated by:	Associate Superintendent, Administrative Services	**Salary Schedule:**	Classified Management

SUMMARY

The Chief Technology Officer is responsible for the over-all district-wide vision, strategic planning, implementation, and administration of technology initiatives and services for the Clovis Unified School District. The CTO provides leadership for a department focused on using technology to enhance student learning and increasing district operational efficiency and effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, directs, coordinates, and controls activities of the Technology and Information Services Department, including selection of hardware & software, installation and use of technology by both the Curriculum/Instruction and Administrative Services Divisions.

- Develops and administers policy guidelines, system standards and operating procedures; interprets policy, and establishes goals for the Technology and Information Services Department.

- Develops and administers assigned budgets; directs the forecast of and recommends additional funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures.

- Establishes divisional priorities; coordinates systems and programming studies and procedural developments.

- Oversees the development of local and wide area networking plans for the District. Forecasts needs and requirements, provides recommendations, and directs the design and implementation of systems and procedures for improving efficiency of operations.

- Oversees and coordinates the technological services for the Administrative Services and Curriculum/Instruction operations. Monitors and evaluates workload.

- Confers, consults, and assists with the Administrative Services and Curriculum/Instructional Services Division's technology activities with other departments and school sites as necessary for the proper integration and correlation of the technology systems in use.

- Participates in the selection of new employees. Supervises, trains, motivates and evaluates staff. Establishes and monitors employee performance and objectives. Prepares and presents employee performance reviews. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.

- Coordinates activities with other district department and outside agencies and organizations. Coordinates and controls all electronic technology procurements district-wide. Coordinates and reviews the procurement of all equipment, materials and supplies.

- Performs economic and technical feasibility studies for new hardware and/or software requirements. Reviews and recommends networking equipment specifications district-wide.

- Researches, prepares and presents oral and written reports as necessary. Maintains necessary records.

- Establishes technical standards and monitors adherence across the district while keeping current with emerging and changing technologies for education and business.

QUALIFICATIONS:

Knowledge and Skills: Requires a thorough and in-depth knowledge of the theory, principles, practices and methods associated with administration of a full-service Technology Department. Requires knowledge of computer methods and techniques and systems procedures analysis and design. Requires a thorough understanding of the principles and practices of personnel management including supervision, training and performance evaluation. Requires a thorough understanding of budget preparation and administration. Requires strong oral and written communication skills, including the ability to explain technically complex information and concepts to non-technical users.

Abilities: Requires the ability to lead and administer a technically complex department. Must be able to plan, assign, supervise and review system analysis, design and programming activities and computer operations. Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations. Requires the ability to assess and coordinate the technical needs of many users across the district. Must be able to develop and execute contracts, leases and other agreements to meet District needs. Must be able to provide leadership and direction to department staff in a manner that encourages high morale and efficiency. Must be able to establish department goals and objectives consistent with District goals and objectives. Must be able to develop and administer the department budget. Must be able to communicate on both a formal and informal level with a wide range of contacts including District administrators and staff, county officials, and outside organizations. Work is normally performed in an office setting with minimal exposure to health or safety hazards. Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Training: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in one or more of the following areas: computer science, educational technology, curriculum and instruction, or business administration. A minimum of 5 years of technology leadership in a business or educational setting, including at least three years of supervisory experience required. Experience in education is preferred.