

**FONTANA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	Chief Technology and Innovation Officer
<b>CATEGORY:</b>	Administrator, Exempt Classified Management
<b>REPORTS TO (BY TITLE):</b>	Superintendent
<b>SALARY RANGE:</b>	4
<b>SALARY SCHEDULE:</b>	Classified Management
<b>WORK YEAR:</b>	12 Months
<b>SUPERVISION:</b>	This position is responsible for supervision over assigned management, technical and support staff.

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**POSITION DESCRIPTION**

Under the direction of the Superintendent, the Chief Technology and Innovation Officer (CTIO) provides a proactive, dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of the District. The CTIO is responsible for providing leadership in developing, implementing and promoting the District's vision for technology, with a focus on innovative personalized learning and work environments. This position has administrative responsibilities in coordinating and supervising staff, managing technology budgets, establishing technology policies, and proposing technology solutions that support the curricular, administrative, and infrastructure needs of the District.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

1. Adopt and communicate a strategy that embeds cross-disciplinary skills throughout the educational process.
2. Develop and implement strategies to ensure equitable access to appropriate digital tools and resources to meet the needs of all learners.
3. Provide direction and assistance to technology staff, administrators and teachers in planning instruction that promotes information literacy and integrates meaningful and effective uses of technology into the daily work of teachers and students.

4. Oversee operations and resources to enhance administrative and staff understanding of educational practices, curriculum standards, guidelines and requirements related to technology.
5. Coordinate the piloting, implementation, and evaluation of technology-based instructional programs.
6. Seek grants to support District efforts in the use of technology to enhance student learning.
7. Instruct District personnel in the use of software, digital resources, online learning resources and other internet resources as they pertain to secure, business and educational standards of technology use.
8. Coordinate the implementation of the District's student and staff data management systems, to include staff training related to the implementation of data management systems.
9. Prepare and distribute support materials related to the Information and Accountability (IA) Department.
10. Act as a liaison when working with community and parent groups as it relates to technology.
11. Develop a compelling technology vision for the IA Department, including the resources needed to create a sustainable program and lead the implementation of the District's technology plan. .
12. Direct the day-to-day operations and work processes of the District's IA Department, including network and infrastructure, telecommunications, applications, help desk and desktop support, data infrastructure, project management and related areas.
13. Collaborate with the Teaching and Learning Department and other departments to design and implement investments, strategies and applications in technology.
14. Develop and implement a strong staffing strategy for the IA Department, to include recruiting, developing and motivating staff.
15. Oversee the implementation of the collective bargaining agreements for certificated and classified employees as they relate to personnel supervised.
16. Perform related duties consistent with the scope and intent of the position.

### **JOB REQUIREMENTS**

#### Skills:

- Strong record of managing organizational change and initiating key innovations

#### Knowledge of:

- Leadership, supervisory and advanced technology skills
- Educational technology and its systems

- Cloud-based solutions for business and education
- Network, infrastructure, hardware, and software management
- Oral and written communication skills
- Technical aspects in field of specialty
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Operation of a computer and assigned software

Ability to:

- Think analytically to interpret data
- Multi-task, establish timelines and meet deadlines
- Research in order to keep technical and educational knowledge current
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience and courtesy
- Make decisions based on sound judgment, honesty and integrity
- Provide own transportation to sites during workday
- Maintain insurability by District liability insurance carrier

Physical Requirements:

- Ability to work at a desk and in meetings of various configurations
- Digital dexterity to operate office equipment
- Ability to read printed matter and computer screens
- Ability to communicate so others are able to understand a normal conversation
- Ability to hear and understand speech
- Ability to bend, twist, stoop, and reach
- Ability to lift, push, pull and carry up to 20 pounds

Work Environment:

- Office environment
- Constant interruptions

### **MINIMUM QUALIFICATIONS**

Experience:

- Minimum of five (5) years of management experience, three (3) years of which are in a technology-related management role

Education:

- Bachelor's degree in computer science, business administration, education or related field

### **DESIRED QUALIFICATIONS**

Experience:

- Working in a public agency or school district setting

### **NECESSARY MATERIALS**

License:

- Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment

Materials:

- Bachelor's degree from an accredited college or university

Approved: 9/27/17