

STANISLAUS COUNTY OFFICE OF EDUCATION

CHIEF TECHNOLOGY OFFICER

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CLASS TITLE: Chief Technology Officer

BASIC FUNCTION:

Under the direction of the Chief of Staff, plan, organize, implement and control a variety of assigned programs and services for the school districts and the County Office of Education; direct several major organizational units in the delivery of services to assure responsiveness to County Office objectives and priorities.

REPRESENTATIVE DUTIES:

Plan, organize, implement and control major organizational units to assure responsiveness to County Office objectives and priorities.

Advise SCOE regarding use of resources, priorities, and program opportunities and methods to enhance the delivery of direct educational programs and support services.

In coordination with TLR staff, plan, recommend and develop programs, goals and objectives for the assigned division and its departments.

Present reports and provide technical counsel to the Board as requested by the Superintendent; review and present Board docket items affecting assigned functions.

Plan, organize and direct a variety of programs, projects and activities related to the function assigned.

Provide technical expertise and information as necessary regarding assigned functions; formulate, develop and implement policies and procedures affecting assigned functional or program areas.

In conjunction with TLR staff, represent the area assigned to the County Office, State and federal officials as requested; make presentations to associations, community groups and others regarding County Office matters and assigned subject or program areas.

Plan, organize and implement long-term and short-term programs and activities designed to develop assigned services.

Assure compliance with a variety of State and federal regulations, laws and reporting requirements.

Meet with committees, Boards, advisory groups and others to recommend courses of action, uses of allocated resources and to communicate assigned program activities and plans.

Prepare reports covering assigned activities and other matters such as budgets, financial reports, progress of projects, applicable program data and others as directed.

In coordination with TLR staff, direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the areas served.

Communicate with other administrators and County Office personnel to coordinate activities and programs, resolve issues and conflicts and exchange information; conduct staff meetings to communicate ideas and resolve issues.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training and development of subordinates.

Consolidate, develop and prepare the annual preliminary budget for assigned functions; make budgetary decisions for assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas.

Perform related duties as assigned.

KNOWLEDGE OF:

General personnel administration practices.

Organization of instructional programs.

Principles, theories and practices of instruction.

Board policy development procedures and requirements.

Applicable sections of State Education Code, Code of Federal Regulations, California Administrative Code and other applicable laws, rules and regulations related to assigned activities.

Policies and objectives of assigned programs, services and activities.

Principles and practices of administration, supervision and training.

Public speaking techniques.

County Office organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Budget preparation and control.

ABILITY TO:

Plan, organize, implement and control a variety of assigned programs and services to deliver direct services to students.

Provide direct counseling assistance and technical expertise and information to administrators and County Office personnel.

Lead group meetings and collaborative decision processes.

Interpret and apply provisions of State Education Code and various regulatory agencies.

Assemble and analyze data and make appropriate recommendations.

Plan, prepare and implement innovative actions.

Prepare and make clear and concise written and oral reports and presentations.

Provide guidance and direction to managers and other school personnel concerning various phases of their individual budgets and business operations.

Train, supervise and evaluate personnel.

Prepare and deliver oral presentations.

Prioritize and schedule work.

Interpret, apply and explain complex rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze complex situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's in a field related to area of specialty and five years responsible professional experience.

K-12 classroom experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Certain positions may require an Administrative Credential or other appropriate credential or certification as required by the Education Code.

Valid California driver's license.

ENVIRONMENT:

Office environment.

Subject to driving to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and to conduct presentations.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to operate computer equipment.

APPROVAL DATES:

May 6, 2020

FTE: 1.0

UNIT: Certmgt

SALARY: Range 36

WORK DAYS: 220