

## Santa Maria-Bonita School District

### Position Description

#### Chief Technology Officer

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<b>Title:</b> Chief Technology Officer	<b>Reports to:</b> Superintendent or Superintendent's Designee
<b>Department:</b> Information Technologies	<b>Classification:</b> Classified Management
<b>Work Year:</b> 223 Days	<b>Salary Range:</b> \$132,470 - \$153,570

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#### BASIC FUNCTIONS

Under the supervision of the Superintendent or Superintendent's designee the Chief Technology Officer (CTO) provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of the District. This includes the planning, development, implementation, management, evaluation and maintenance of all applications, infrastructure, security, networks, technology training and communications, as well as comprehensive support for the teaching and learning activities of the staff and students. The CTO reports directly to Cabinet in service and support within and across all departments and school sites' needs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, control and direct Technology Services operations and activities, including the development, design, installation, operation, analysis, maintenance and repair of computer and network systems and related hardware, software, database and applications including district databases, networks, web services, information and system security, telecommunication systems and other approved district technology needs.
- Provides visionary leadership and coordinates plans in response to instructional, operational, and administrative technology needs.
- Demonstrates the leadership to design solutions for educational applications of technology and promotes their use by teachers, students and administrators.
- Actively seeks future technology, studies educational trends and implements best practices in information and telecommunications technologies and evaluates their applicability to District operations.
- Work collaboratively with schools and departments to support technology integration and innovation.
- Adapt and/or adopt technologies to new uses and envision natural relationships between emerging technology resources that can benefit delivery of educational opportunities and District operations.
- Provide student data in order to facilitate data-driven decisions that will guide instruction and improve student achievement.

- Support the integration of K-12 standards-based technology skills into teaching and learning.
- Enable the district to offer technology-based and online learning opportunities for students.
- Provides oversight and direction for integrated data communications networks and the use of integrated database management systems.
- Implements and evaluates systems and procedures to protect data integrity, reliability and accessibility.
- Plans, schedules and directs the development of computer programs, including needs analysis, interface with other existing and planned programs, debugging, and development of comprehensive documentation.
- Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts and project review.
- Develops functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
- Work with the District Purchasing office to establish technology procurement processes for the district that meet regulatory requirements and ensure the best value for district software and hardware purchases.
- Manages operating budget covering all centralized computer support throughout the District and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance.
- Communicate and keep the District compliant with legal and ethical issues associated with the use of technology (e.g. cyber ethics, privacy, child protection, public access, copyright).
- Coordinates the systems design work necessary to support the integration of information systems and platforms.
- Manages and directs district and site technicians in the support and utilization of technology applications.
- Organizes and coordinates appropriate staff development activities to ensure proper use of equipment and programs.
- Leads both short and long-range planning efforts related to technology.
- Hires, supervises, develops and evaluates the work of assigned staff.
- Other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

- Ability to articulate and understand complex issues and facilitate effective problem-solving.
- Knowledge of principles, techniques, procedures and developments for the operation of data processing and communications technology.
- Understanding of technology integration in support of the instructional program.

- Knowledge of computerized educational management practices.
- Knowledge of complex computer systems design, analysis and operations, with a background in managing integrated database file structures.
- Ability to plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.
- Knowledge and experience in system design, program development, debugging and system operation.
- Knowledge of operating systems and the integration of personal computers in information systems.
- Ability to develop and maintain cooperative relationships with community members, certificated staff and classified staff.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's or master's degree in computer science or related field and five years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer and network systems and related hardware, software, databases and applications.

Recent experience with the evaluation and implementation of educational technology and software is highly desirable. Preference for administrative experience, in a supervisory or management capacity, with educational technology, technology support and communications. Demonstrated record of strategic planning, budget management, integration and staff development.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; walk; use hands and fingers, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

**PERSONAL QUALITIES:**

- Independent Worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

Classification: Management

Responsibility Ratio: 1.061

Work year: 223 days

**Board Approval: 6/24/2020**

The Santa Maria-Bonita School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.