



PERSONNEL COMMISSION

Class Code: 5309
Salary Range: 66 (M2)

CHIEF TECHNOLOGY OFFICER

JOB SUMMARY

Under the direction of the Superintendent of Schools or designee, serve as a principal advisor and provide visionary, collaborative and proactive leadership in the development, implementation and direction of the District's technology and information services including educational technology, student information management and business systems; assure technology solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control and administer the District's technology and information services including educational technology, student information management and business systems; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a principal advisor to the Superintendent of Schools, Board of Education and administration regarding District-wide technology and information services initiatives, goals and priorities with a focus on visionary strategic planning including legacy modernization and enterprise resource planning. **E**
- Develop the vision of the District's technology and information services; assure technology solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools. **E**
- Provide leadership and direct the daily operations and processes of the department including networks, data security, telecommunications, application development, end user support, cloud services and project portfolio management; assure appropriate resources are available to meet educational and administrative technology needs. **E**
- Coordinate and direct communications, personnel and resources to assure smooth and efficient delivery of services and proper levels of technical support; communicate with administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**
- Collaborate with administrators, schools and offices to determine educational and administrative technology needs and solutions; identify and evaluate potential products and services; assure compliance with established District objectives, priorities and resources. **E**
- Develop strategic relationships with technology vendors and partners; direct the acquisition, installation, maintenance and refreshing of technology equipment; direct the development of specifications, evaluation of vendor proposals and contract negotiations. **E**

- Direct the architecture, implementation and management of the District's technology infrastructure and information systems; assure the cross-functional support of educational and administrative technology services District-wide. *E*
- Direct the development and maintenance of the District's networked systems including feasibility studies, systems analysis and design, data security, programming, conversion of data and data storage, retrieval and recovery procedures. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Promote the development of staff to assure the perpetuation of a professional and talented work force; provide for planned development of successors for department positions; encourage staff participation in educational and training programs. *E*
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and direct the implementation of District-wide technology policies, procedures and standards; advise the Superintendent of Schools and administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed statistical and narrative reports regarding assigned activities; develop newsletters and other communication tools. *E*
- Attend, participate in and facilitate a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging industry trends and best practices; make presentations regarding District technology objectives, plans and achievements to groups and committees. *E*
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Chief Technology Officer provides visionary, collaborative and proactive leadership, direction, consultation and technical expertise to the Superintendent of Schools, Board of Education, and administration in clarifying and formulating objectives and requirements of technology and information services into a comprehensive and integrated District strategic plan. The Chief Technology Officer directs the daily operations and processes of the department to assure optimum security and support for educational technology, student information management and business systems with a focus on collaboration, best practices, modernization and innovation.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of technology and information services and activities including networks, data security, telecommunications, application development, end user support, cloud services and project portfolio management.

Technology related to education and business operations including networks, hardware, software and operating systems.

Computer systems, hardware, software, databases and applications utilized by the District including Microsoft 365 suite products and capabilities.

Techniques and strategies for enterprise resource planning and implementation in large organizations.

Methods and techniques of developing business process models and determining best practices.

Principles and practices of system technology, application requirements and design, and system architecture and integration.

Information technology data security issues, trends and compliance requirements.

Principles and practices of project portfolio management.

Issues and challenges facing large, diverse, urban school districts.

Structure and operations of public schools.

Strategic planning methodologies.

Research methods and statistical analysis techniques.

Principles and practices of administration, leadership, supervision and training.

Principles and practices of government purchasing and contract administration.

Fiscal accountability and budget preparation and control.

Applicable laws, codes, rules and regulations related to assigned activities.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Operation of a variety of office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Ability to:

Plan, organize, control and administer the District's technology and information services.

Provide visionary leadership and develop innovative strategic plans and solutions to the technology and information services needs of the District.

Encourage a forward-thinking, strategic and open departmental mindset to accelerate change and reach creative, leading-edge solutions.

Develop, articulate, and build buy-in to a clear vision and mission.

Collaborate continually to refine objectives and align current and future initiatives to drive strategic plans and goals forward.

Oversee the architecture, implementation, security and management of the District's infrastructure, networks, data, and telecommunication systems.

Direct the District-wide information technology projects portfolio.

Serve as a technical resource and direct technical support District-wide.

Prioritize the use of resources to maximize organizational effectiveness.
Accept and carry out responsibility for direction, control and planning.
Analyze situations accurately and adopt an effective course of action.
Present and clearly convey complex information to a variety of audiences.
Maintain current knowledge of industry trends and technological advances in the field.
Establish and maintain cooperative and effective working relationships with others.
Supervise and evaluate the performance of assigned personnel.
Foster a culture of customer-focus, service delivery, innovation, and continual learning.
Interpret, apply, explain and assure compliance with applicable laws, codes, rules and regulations.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Develop and monitor departmental budgets.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor’s degree in computer science, information technology, business administration, education or a related field. A Master’s degree in one of the above-mentioned fields is desirable.

Certification as a Chief Technology Officer is highly preferred.

Experience:

Seven years of management experience in a school district, institution of higher education, or similar public agency involving the development of strategic technology plans and the direction of educational technology, student data management, and business systems.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and deliver presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

The Board of Education acted on 03/15/2023 to designate this class as senior management in accordance with California Education Code sections 45108.5 and 45256.5.

PCA: 02/23/2023