

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the general direction of the Superintendent or designee, the Chief Technology Officer provides leadership in developing the information and educational technology services vision and policy for the District. Plan, organize and direct delivery of services in the areas of educational technology, information systems, software applications, telecommunications, network operations, enterprise systems and comprehensive client support services. Coordinate services within the Information Technology Services and Educational Services Divisions and with site experts. Serve as technical advisor to departmental managers and collaborate with site administrators to develop technology integration plans. Provide general oversight responsibility for classroom/school site technologies and a variety of professional development. Coordinate contract services. Manage professional and technical staff, as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of District services and programs, accelerate student achievement and enhance operational effectiveness.

Plan, organize and direct the District's information technology program; develop and implement the District's information technology plan, responding to immediate and long-term administrative and instructional technology needs.

Advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members.

Work with the Cabinet and other key stakeholders to determine and implement appropriate uses of technology.

Collaborate with staff in all departments to plan, coordinate and implement services and programs in support of the District's technology initiatives.

Develop and implement a resource acquisition and management strategy for needed capital and operational investment in IT infrastructure and services; develop and cultivate strategic relationships with internal and external partners to assure optimum system and end-user performance; evaluate, learn and implement new technology and train department and/or school staff in its proper use.

Supervise and evaluate assigned staff; participate in the evaluation of personnel in areas of responsibility; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; manage personnel-related issues.

Assist with the development of staff training in education technology.

Identify, transfer, consolidate, and integrate new and legacy technologies into an enterprise infrastructure platform.

Plan, develop and coordinate identified projects to ensure effective implementation of the District's technology initiatives within established timelines; assign work and determine priorities for work completion.

Coordinate the technical support for users of computer systems district-wide; respond to requests for technological assistance from District, department and site personnel; work with departments and sites to assure optimum acquisition, installation, maintenance, utilization, repair and security of available technology.

Review requests for services; resolve problems or determine appropriateness of new applications for automation.

Provide technical expertise, information and assistance to the Assistant Superintendents regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Assistant Superintendents of unusual trends or problems and recommend appropriate corrective action.

Provide technical expertise, information, and assistance regarding student management system and human resources management system.

Oversee the administration of web services, web sites for schools, departments, or special projects, maintenance Internet filter and troubleshoot Internet/network problems.

Review computer orders, modify as needed, and prepare configuration specifications; prepare bid specifications for computer and evaluate bid responses; approve purchase requisitions for computer hardware, software, and supplies and/or services.

Develop and implement internal policies and procedures for the use of technology for the District.

Prepare and/or oversee the preparation of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; make presentations to the Governing Board, management, staff, and various committees as required.

Communicate with other administrators, personnel, outside organizations and vendors to coordinate activities and programs to solve issues and conflicts and exchange information.

Coordinate program evaluation services i.e., development, administration, interpretation, and reporting for the school district, design surveys and other data collection instruments, and provide support for electronic evaluation services.

Operate computer and multi-media equipment and assigned software programs; operate other office equipment as assigned.

Maintain an awareness of technological innovation and promote the effective and efficient utilization of a wide variety of equipment as it relates to technological advances.

Ensure that backup/recovery plans and security standards exist and are followed for all systems.

Chair the District technology committee, and provide leadership, direction and coordination to the site technology committees in conjunction with the District master technology plan.

Drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Role of information and educational technology in an educational agency.

Planning, organization and direction of an information technology department and current and new technologies related to information technology.

Knowledge of current information technology, including ERP, VOIP, voice/data systems, security systems and desktop/mobile hardware and software.

Principals, practices, and techniques for the operation of both microcomputer and large-scale, high-volume data processing operations providing complex services to users.

Principles of teaching and learning and the relationship to technology.

Principles of local area network and wide area networks and protocols.

Sound understanding of the forensics process, with the ability to work within a framework of formal methodologies and best practices.

Professional certifications preferred such as EnCase, NTI, IACIS, SEARCH or CFCE (Certified Forensic Computer Examiner).

Student information and personnel systems.

Preventive maintenance procedures, policies and programs related to technology equipment.

Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions.

Budget preparation and control.

Principles and practices of personnel management and budget development and administration.

Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies.

Oral and written communication skills.

Principles and practices of administration, supervision and training, applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of various computers, operating systems and software, including the Internet.

Demonstrable subject matter expertise in all of the following areas: DOS, Windows (all versions), MAC (all versions), UNIX/Linux, MS-SQL, MS-Access, MS-Exchange, and Active Directory.

ABILITY TO:

Collaborate with administrators and teachers to improve teaching and learning through the use of technology.

Plan, organize, control and direct the District's information technology program.

Plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.

Coordinate the selection and utilization of computer hardware and software, and related technology for the

District's instructional and administrative needs.

Assure successful computing/networking communications among and between the various instructional units, schools sites, and the District Office.

Develop and maintain the necessary documentation to support the forensic and investigative processes and procedures.
Ability to maintain confidentiality of information.
Administer web services.
Provide leadership in the development of information management systems and educational technology applications for instructional and administrative units.
Communicate effectively both orally and in writing.
Translate and effectively communicate technical language to lay audiences.
Interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others.
Operate office, multimedia, and computer equipment.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain effective relationships with those contacted in the course of work.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in computer science, information management, or related field, with Master's preferred, and seven (7) years or more progressively responsible experience in the area of technology, education, public, or business administration and management, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Ability to maintain automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Subject to attending meetings and conducting work during day and evening hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor and read a variety of materials.
Sitting and/or standing for extended periods of time.