

CHIEF TECHNOLOGY OFFICER**DEFINITION:**

Under general direction of the Assistant Superintendent, Business Services, to plan coordinate, and direct all programs relating to K-12 technology, District-wide information services, computer operations, data telecommunications networks; serve as technical advisor to division managers, manage professional and technical staff; develop and oversee a department budget; coordinate contract services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership and direction in technology planning, computer acquisition, applications development, and computer operations to increase access to information, facilitate productivity and improve student learning.
- Consult with division management to develop network and communication solutions that integrate computer systems for information processing and data sharing.
- Develop and implement a flexible computer network that integrates voice, video and data services at the desktop level and provide a seamless interface of information from Windows and Macintosh platforms.
- Prepare and implement goals and objectives for technological advances that will serve the broad-based needs of district operations, employees, students, school sites and the public.
- Implement and coordinate technology tools to facilitate communication among parents, teachers, students and staff.
- Direct development and support of information systems including database management, business, and financial applications to improve administration, operations, and delivery of instruction.
- Monitor the security of data processed to ensure the integrity and reliability of computerized information systems.
- Coordinate professional services for feasibility studies, systems analysis and designs, programming and communication.
- Communicate and coordinate technology efforts with Executive Cabinet, as necessary.
- Develop and monitor the technology services budget.
- Supervise, train, and evaluate the work performance of technology services personnel.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Public sector business practices and management skills; current direction of the technology in information services industry and technology through evaluations of evolving products and services; technology and information systems applications in public education settings; principles of effective organization, management and supervision; modern electronic information systems equipment, principles, and methods; application of electronic information systems in public education.

Ability to:

Plan, organize and direct complex programs of technology/information services; incorporate new technology into future systems of the District; identify and present to district management the best long term direction for technology instructional, informational and infrastructure; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: July 21, 2010

Revised: May 22, 2015; Board Approved: June 11, 2015, Effective July 1, 2015