

Sequoia Union High School District

Job Description

JOB TITLE:	CHIEF TECHNOLOGY OFFICER
REPORTS TO:	Associate Superintendent, Administrative Services
CLASSIFICATION:	Classified Management
LEVEL:	I
LOCATION:	District Office
BOARD APPROVAL:	August 28, 2019

DEFINITION

Under the supervision of the Associate Superintendent, Administrative Services, the Chief Technology Officer 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 and maintenance of all applications, infrastructure, security, networks, technology training and communications, assessments of student progress and achievement, comprehensive support for the teaching, and learning activities of the staff and students.

ESSENTIAL DUTIES

1. Works collaboratively with schools and departments to support technology integration and innovation. Identifies and supports instructional applications for technology.
2. Provides oversight and direction for integrated data communications networks and the use of integrated database management systems.
3. Plans, schedules and directs the development of computer programs, including needs analysis, interfaces with other existing and planned programs, debugs, and develops comprehensive documentation.
4. Implements and evaluates systems and procedures to protect data integrity, reliability, security and accessibility.
5. Organizes and coordinates appropriate staff development activities to ensure proper use of equipment and programs. Assures training is both operational and conceptual in scope.
6. Develops functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
7. Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts and project review.
8. Evaluates technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost effective integration of new technologies.
9. Directs the assessment and evaluation of the Information and Education Technology Department.
10. Provides student data in order to facilitate data-driven decisions that will guide instruction, improve student achievement, and promote multi-tiered systems of support.

11. Manages the District's presence on the Internet and provides the appropriate technologies to do so.
12. 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. In conjunction with the Purchasing Department, oversees bid requests, proposals and vendor contracts.
13. Coordinates student and staff events, promoting the use of instructional technology.
14. Serves as a technical resource and assures proper levels of technical support for District personnel; communicates with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information.
15. Directs the architecture, implementation and management of the District's technology infrastructure and information systems; assures infrastructure supports administrative and instructional technology services District-wide.
16. Directs the development and maintenance of the District's networked information systems including feasibility studies, systems analysis and design, programming, conversion of data, instructional technology and data storage and retrieval.
17. Directs the activities of the Help Desk to assure the resolution of problems and ongoing evaluation of customer satisfaction and problem resolution rates.
18. Confers with and coordinate with District sites and departments that share separate and related services to enhance the integration of technological support to users.
19. Supervises and evaluates the performance of assigned personnel; interviews and selects employees and provides mentoring and coaching to ensure staff development.
20. Provides technical expertise and information to the Associate Superintendent, Administrative Services, regarding assigned functions and participates in the formulation of policies, procedures and programs; advises the Superintendent of unusual trends or problems and recommends appropriate corrective action.
21. Chairs the District Technology Committee and works collaboratively to build, manage, and monitor the District Technology Plan.
22. Attends and participates in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; makes presentations regarding District information services objectives, plans and achievements to groups and committees.
23. Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District and school site organization, operations, policies, and procedures.
- Technology Services operations and activities including the development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications.
- Computer systems, hardware, software, databases and applications utilized by the District.
- Practices, procedures, and techniques involved in the design, set-up, development and modification of computer, telecommunication and network systems, web sites, hardware, software and applications.
- Educational software and technology applications and trends.
- Principles, methods and procedures of operating computers, network systems, and peripherals.

- Computerized data collection, management, manipulation, and distribution requirements for analysis and reporting functions.
- Principles, practices, and methods of database structures, computer programming and system design.
- System utilities and design and program applications.
- Principles and techniques of systems and network analysis.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision, and training.
- Budget preparation and control.

Ability to:

- 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, databases and applications.
- Coordinate and direct the development and maintenance of the District Technology Master Plan.
- Work collaboratively with school sites and administrative team members to effectively address school site technology needs.
- Design, develop, and implement plans and projects for the integration and networking of computer hardware, software, infrastructure and telephones.
- Supervise and evaluate the performance of assigned personnel.
- Direct the design, set-up, development and modification of computer, telecommunication and network systems, web pages, hardware, software, databases and applications.
- Evaluate and implement educational technology and software.
- Plan, organize, control and direct the investigation, troubleshooting, diagnosis and repair of hardware, software and network malfunctions.
- Coordinate the installation, configuration, maintenance and repair of telecommunication systems.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Maintain regular and consistent attendance.

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.

- Previous school site and/or district level management experience preferred.
- Recent experience with the evaluation and implementation of educational technology and software is highly desirable.
- Single Subject, CTE, and/or Administrative Credential Preferred.

Physical Requirements and Working Conditions:

- Must have a valid California driver's license.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

ENVIRONMENT

Indoor work environment.

Driving a vehicle to conduct work.