

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, the Chief Technology Officer provides vision and leadership to enhance operational effectiveness, and support student achievement; plans, coordinates and directs District technology systems, computer operations, and data telecommunications networks and infrastructure, and supports the District's overall strategic plan through the use of technology; manages the implementation and day-to-day functions related to creating business continuity plans and procedures, while also managing disaster recovery operations with the District.

REPONSIBILITIES:

- Plans, organizes, controls and directs District Technology programs, including but not limited to: the District's Technology Plan, computer hardware, computer software, District network, including local area networks and District wide area network, District communication equipment, including telephones, cell phones, and other similar devices.
- Advises 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.
- Plans, develops and coordinates identified projects to ensure effective implementation of the District's technology initiatives within established timelines; assigns work and determines priorities for work completion.
- Identifies potential business interruptions, develops safeguards against these interruptions, and implements recovery procedures in the event of a business interruption.
- Safeguards data processing operations by identifying potential problem areas and single points of failure that may result in interruptions to critical data processing operations; develops and implements disaster recover, data sensitivity, library management, back-up and recovery, and disaster recovery plans and procedures.
- Identifies and categorizes outage exposures that could cause a business interruption; obtains insurance and vendor agreements to safeguard against a disaster event.
- Coordinates the technical support for users of computer systems district-wide; responds 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.
- Develops and implements a resource acquisition and management strategy for needed capital and operational investment in IT infrastructure and services, develops and cultivates strategic relationships with internal and external partners to assure optimum system and end-user performance; evaluates, learns and implements new technology and trains department and/or school staff in its proper use.
- Provides for asset management, including inventory, maintenance and licensing and related insurance coverage

- Develops, implements and enforces District policies and procedures pertaining to instructional and management software and the use of technology for the District.
- Provides technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; advises the Assistant Superintendent of unusual trends or problems and recommends appropriate corrective action. Plans, organizes, facilitates and coordinates District and site technology staff development programs with input from the Assistant Superintendent.
- Administers web services; websites for schools, departments, or special projects; maintains internet filters; troubleshoots internet/network problems.
- Prepares annual budget proposals that reflect the District's evolving technology infrastructure, hardware and software needs.
- Participates in planning for facilities modernization and new construction projects to ensure that all construction projects are compatible with District media, networked and communication systems.
- Lead, supervise, and evaluate the performance of employees assigned to the Technology Department.
- Provides technology leadership to site administrators and site personnel.
- Oversees the day to day operations of the District E-mail system.
- Represents the District at County and State Technology meetings.
- Writes technology grants and actively seeks funding. Seeks out and evaluates technology-related curriculum, hardware and software that will enhance the District's instructional program.
- Plans, organizes, and directs the operations of multiple on-premises and cloud-based solutions by identifying customer and operational needs; analyzing resources, costs, forecasts and incorporating them into business plans.
- Delivers operational excellence and infrastructure best practices, both within the datacenter and within the cloud (AWS, GCP, Azure etc.).
- Collaborates with site administrators, vendors, and District Purchasing Department to purchase appropriate technology tools at competitive prices; assures optimum acquisition, installation, maintenance, utilization, repair and security of available technology.
- Monitors and assures the security of data processed to ensure the integrity and reliability of computerized information systems.
- Oversees electronic student records and assures accurate reporting of student data for state testing, CalPADS, and other state and federal reports as needed.
- Write reports and provide public presentations on the accomplishments, initiatives, activities and plans of the Technology Department.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Technology of local area network and wide area networks.
- Technology hardware and software.
- Technology repair and service.
- Cloud design concepts.
- Modern disaster recovery methodologies and cloud-based solution design
- Del Mar Union School District personnel policies.
- Technology staff development including theory and successful practices.

- Strong management skills to perform planning, directing, reporting, and administrative responsibilities.
- Current education technology instructional techniques and electronic curricular material.
- Directions and trends of the information technology industry including evolving products, standards, practices, and services
- Principles, practices, trends, goals, and objectives of public education for 21st century teaching and learning
- Strong presentation and public speaking skills for information and professional development.
- Budget preparation and control.

ABILITY TO:

- Establish and maintain records.
- Meet schedules and timelines.
- Provide technical instruction to all district employees; translate technical language to lay audiences.
- Provide the District with an outstanding and innovative program in a variety of technology-related areas.
- Motivate, supervise and train personnel.
- Carry out policy decisions of the Superintendent and Board.
- Identify technology needs and recommend improvements in response to changing needs of the Del Mar Union School District and society.
- Diagnose and resolve technology-related problems including hardware, software and networks.
- Establish and maintain effective working relationships with District and school staff members and parents.
- Think strategically, assess, and balance competing values.
- Work independently and with others to solve complex problems and create action plans.
- Work with detailed information/data and maintain accurate records.
- Communicate effectively in writing and speaking.
- Work independently with minimal direction.

EDUCATION, LICENSES AND EXPERIENCE

- Bachelor's Degree in a technology-related field; Master's Degree preferred
- Five (5) years or more of progressively responsible experience in the area of use of technology in education or a computer science-related field or any combination of education and experience leading to the knowledge of and ability to perform the specified responsibilities for the position; experience must include progressive directly related experience in managing complex data center projects and supervisory experience.
- Experience in hardware installation, repair, upgrades
- Experience with software evaluation, implementation and support for both Windows-based and Apple-based equipment
- Experience in design, maintenance and upgrading of local and wide area networks

- Experience with web site design, implementation and maintenance
- Successful leadership experience in a broad range of technology-related responsibilities; experience in an educational setting preferred.
- California credential in Administrative Services preferred
- CTO Certificate preferred.
- Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT:

- Office and elementary school environment. Moderate noise level, frequent interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and manipulate tools and equipment.
- Hearing and speaking to exchange information and make presentations.
- Ability to stand, walk, sit for extended periods of time, reach with hands and arms, stoop, kneel, crouch and/or crawl
- Lifting objects weighing up to 50 lbs or carrying objects weighing up to 25 lbs.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision and depth perception.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Management Salary Schedule.