

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Chief Technology Officer	FLSA: Exempt
Department: Technology	Salary Grade: Range XI
Reports to: Superintendent of Schools or Designee	Classified Management

Basic Function:

Under the direction of the Superintendent or designee, plans, recommends, organizes, and directs district-wide educational and information systems, data/telecommunication networks, and supporting service functions. Manages specific strategic projects for the district. Has general oversight responsibility for district technology and networks, coordinating closely with the Education Services Department and site administrators. Oversees operation of the Education and Information Technology Department and Support Services Department to meet administrative and instructional needs; oversees budgets; coordinates contract services; and performs other related tasks and responsibilities as necessary.

Essential Duties and Responsibilities:

1. Leads an effort to enhance and improve data management systems, including relational database, data warehouse, and data reporting technologies.
2. Uses all available data and research tools, performs research, appropriate analyses, and program evaluations focused on improving all district functions and especially student achievement.
3. Creates regular reports updating and improving all management information necessary to support decision making including initiating new programs, and maintaining, modifying or eliminating existing programs.
4. Develops new network expansions; researches plan, reviews, recommends, and implements expansions for all Local and Wide Area Networks including inter/intra-campus communications systems for data, video, and voice communications.
5. Investigates and coordinates system enhancements.
6. Plans, organizes and directs the District's technology including the network and cabling, computers and servers, software and work stations for administrative, business and instructional purposes.

7. Develops and maintains the District capital replacement plan related to technology.
8. Ensures the continuous function and optimization of the attendance accounting system.
9. Coordinates and monitors computer system support services provided by outside vendors.
10. Coordinates the acceptance and hook-up of all donated computer.
11. Evaluates, recommends and coordinates the purchase and implementation of necessary computer hardware and/or software.
12. Oversees and evaluates work assignments and performance of the Technology Services Department personnel including but not limited to Network Administrator, Coordinator of Technology Integration, PC Technicians, Technology Integration Specialists, and clerical personnel.
13. Develops and maintains the District's Five Year Technology Plan. Maintains all computers, peripherals and software to the standards adopted by the Five Year Technology Plan.
14. Provides leadership and strategic direction in technology planning, wide area and local network planning, acquisition of equipment and software, and computer system operations.
15. Exercises responsibility for leading change and improvements for information systems, including database management, student information, assessment, data warehousing, reporting, human resources, business, and financial applications to improve the productivity, administration, operations, data management, and instructional delivery.
16. Prepares and implements goals and objectives for technology that will serve the broad based needs of district operations, employees, students, school sites, and the public.
17. Supervises technology and network planning and specifications for computer related technology uses in new and temporary buildings.
18. Supervises development of standards for district networking, computer hardware, and software and maintains documentation of current standards.
19. Acts as Chairperson and Facilitator of the District Technology Committee.
20. Establishes and maintains system support service levels for the following systems: wide area network, site local area network, equipment availability and refresh, and helpdesk support.
21. Monitors data security to ensure the integrity and reliability of computerized information systems and protects student and staff data in conformance with state and federal laws and district policy. Supervises periodic reviews of security related issues and needs and documents findings.
22. Directs the continuous improvement of the information system staff, equipment, and procedures to address district needs and technological opportunities. Brings best practices for IT project management, customer support, and usage of specific technologies into practice within the district.
23. Oversees annual information system budgets and establishes budgetary controls. Reviews district wide technology spending patterns and maintains understanding of how technology spending relates to the district technology plans and strategies. Evaluates use of contractors and service contracts for technology purposes.

24. Trains and evaluates performance of assigned staff. Provides for continual staff training programs. Works with Educational Services to provide continual staff development to aid in the integration of technology into the curriculum.
25. Provides professional and technical advice and training to administrative, instructional, and Technology Services staff.
26. Recommends policy and management decisions relating to computers, work stations, curriculum integration, software, security, and related technology.
27. Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge and application of:

1. Principles, practices and techniques of information systems management, including both network and applications design, hardware and software options for business and school administration applications and systems alternatives.
2. Network Architectures, theory and principles of local and wide area enterprise network design and integration, including topologies and protocols; principles and practice of network administration.
3. Principles and practices of database design and administration.
4. Systems analysis methods and techniques.
5. Methods and techniques of project management as applied to computer systems projects.
6. Methods and techniques applicable to long-range and strategic technology planning.
7. Principles and methods of systems analysis and computer programming.
8. Principles and methods of information processing, storage retrieval, and networking.
9. Pertinent Federal, State, and local laws, codes and regulations.
10. District operations, relevant policies, goals and objectives.
11. Research methods and statistical analysis techniques.
12. Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
13. Oral and written communication skills.

Required: Ability to:

1. Plan, organize, integrate and manage systems development, administration and computer operations programs and service.
2. Manage, direct, train, coordinate and evaluate the work of lower level staff.
3. Initiate, conceptualize, formulate, analyze and prepare new programs and systems.
4. Direct the development and installation of effective techniques for improving data processing systems.
5. Evaluate and coordinate the collaboration and implementation of technology integration into student instructional programs.
6. Oversee and direct the operations, services and activities of the Technology Department.

7. Prepare and administer large and complex budgets.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.
9. Identify information management issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations.
10. Collaborate with educators in developing and implementing data gathering and analysis methods and procedures for enhancing student test performance and meeting district goals.
11. Evaluate departmental programs and make recommendations for improvement.
12. Understand, interpret, explain and apply District, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
13. Evaluate complex technology and strategies and make sound, prudent recommendations that maximize return on investment.
14. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the district, in accordance with District policy, and state and federal law.
15. Establish and maintain effective working relationships with individuals contacted in the performance of required duties.
16. Meet schedules and timelines.
17. Plan and organize work.
18. Communicate effectively both orally and in writing.
19. Travel locally as required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee in this position is regularly required to use hands to operate a computer keyboard, handle, or feel objects, tools, or controls. The employee must have speaking and hearing ability sufficient to hear over a phone and carry on conversations. This position requires sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate. The employee must have sufficient visual acuity to recognize words, letters, and numbers and sufficient speaking and auditory ability to carry on conversations in person and over the phone. This position also requires standing, sitting, bending or walking. The employee frequently is required to sit or stand for extended periods of time, and walk. The employee is occasionally required to reach with hands and arms, lift, carry, push and/or pull, stoop, kneel, crouch or crawl. Work may be performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

CREDENTIALS, EDUCATION AND EXPERIENCE:

Education: Graduation from a four-year accredited college or university with a degree in computer science, business or public administration or equivalent is desired.

Experience: Minimum five (5) years increasingly responsible management information systems experience, including responsibility for developing procedures and applications, major system upgrades and new software implementations, budgeting, performing systems analysis, and supervising operations and personnel. Experience should demonstrate innovative leadership and vision.

License: Valid California Driver's License
Technology industry certifications desirable

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.