

## **Union School District**

### **CHIEF TECHNOLOGY OFFICER**

#### **The Position**

The Chief Technology Officer is a cabinet level position, reporting to the Superintendent. The CTO provides leadership in developing the information and educational technology services vision and policy for the District; Coordinates services with the Information Technology and Educational Services Departments and with site experts; Serves as technical advisor to district and site managers; collaborates with site managers to develop site integration plans; Provides general oversight responsibility for classroom/school site technologies and a variety of professional development.

#### **Professional Skills & Abilities**

In addition to an unswerving commitment to public education, the ideal candidate has:

- Technological expertise;
- Knowledge of information and educational technology in an educational setting;
- Demonstrated skill in planning, organization and direction of an information technology department and new technologies related to information technology.
- Demonstrated skill in analysis and interpretation of data;
- Demonstrated effective communication skills both in written and oral forms;
- Knowledge of principles of teaching and learning and the relationship to technology;
- Operation of various computers, operating systems and software, including the Internet;
- Demonstrable subject matter expertise in all of the following areas: Windows (all versions), MAC (all versions), UNIX/Linux, MS-SQL, MS-Access, MS-Exchange and Active Directory.
- Experience in developing and implementing staff development;
- Skill in consultation, collaboration, and motivation with adults;
- Experience in educational technology and related enterprises
- The ability to lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole; and
- The ability to act as an agent of change;
- The ability to collaborate with administrators and teachers to improve teaching and learning through the use of technology.
- The ability to plan and direct a medium size, complex operation that involves coordination and integration of multiple interrelated activities.

- The ability to provide leadership in the development of information management systems and educational technology applications for instructional and administrative units

## **Qualifications**

### *Required Certification, Education and Experience:*

Must have any combination equivalent to: Bachelor's degree from an accredited college or university with major course work in computer science, information management, or related field; Master's degree preferred; and five (5) years of 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; and a valid California driver's license.

### *Personal Characteristics:*

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

**SALARY & BENEFITS:** The Chief Technology Officer, is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a generous benefit package.

**WORKING CONDITIONS:** Duties require punctuality and the ability to multi-task. Duties are performed in an office environment while sitting at a desk. Duties are also performed at program sites and in the community, making oral presentations and attending meetings. Incumbents may be required to work a flexible schedule evening and weekend hours. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

**PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds. Incumbents must be poised, professional and report to work five days per week eight hours per day.