San Leandro Unified School District
Job Description

Chief Technology Officer

DEFINITION:

Under the direction of the Director of Instructional Technology, Assessment, Research and Evaluation, the Chief Technology Officer organizes, supervises, and directs the district's computer networks, hardware, software and peripheral equipment at various school sites and other district locations. This is a classified management position.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Design and maintain network backbone for a 1-1 student to device ratio
- Assist with large technology deployments including, but not limited to: personal computers, laptops, Chromebooks, Ipads, Slates or other devices
- Experience working in education, including K-12 School Districts
- Understands technology needs to support a 21st Century Learning Environment
- Ability to design and implement a proactive approach
- Develop, in cooperation with Educational Services, a District framework for instructional use of technology.
- Supervise and design, maintenance and installation of the school site and district LAN and WAN administrative and instructional delivery systems
- Assist and coordinate the development, implementation, modification and evaluation of district/school site technology plans.
- Supervise the implementation and utilization of the District's network.
- Set standards for hardware and software purchases and acquisitions.
- Maintain and supervise the District's Technology Department and its related networking environments.
- Make recommendations for site technology needs to include electrical wiring, equipment, furniture, telecommunications, and staffing.
- Evaluate emerging technologies and provide timely recommendations for system improvements.
- Evaluate, recommend, and purchase hardware and software. Verify purchases and coordinate setup of equipment and installation of software.
- Maintain an inventory of district technology equipment and warranty information.
- Maintain an inventory of software purchases and licenses to insure district compliance with copyright laws and guidelines.
- Manage the district's voice, video, and data networks including but not limited to backup procedures, network accounts and maintenance.
- Negotiate with vendor contracts and agreements for video and computer software duplication and licensing.
- Communicate with various users to help solve problems with district applications.
- Assist in the implementation of long distance learning.
- Assist and coordinate the execution of, but not limited to, eRate plan, CTF, CALNET, EETT, and fiber network
- Provide assistance with District's programs such as AERIES and WinSnap.
- Responsible for District administration in implementation of an Acceptable Use Policy.
- Work closely with Maintenance, Facilities, and other departments in completion of work assignments.
- Write custom scripts as needed

- Work collaboratively with schools and district departments.
- Work with administrative staff in other departments and sites to ensure that the work of the department is well-coordinated and clearly communicated.
- Manage timely production of accurate, comprehensible, and accessible reports and program evaluation findings for teachers, principals, community members, superintendent's cabinet, and SLUSD Board of Education.
- Prepare school, district, and school board presentations.
- Supervise and evaluate the performance of assigned staff.
- Coordinate and facilitate meetings.
- Incorporate the philosophy, goals, objectives, and policies adopted by the Board of Education in to the design and delivery of programs.
- Manage program budgets to ensure compliance with all legal requirements.
- Complete required SLUSD, State, and Federal reports.
- Develop systems to evaluate program effectiveness.
- Provide guidance, support, and serve as a resource to teachers, staff, parents and other stakeholders.
- Collaborate on a regular basis with other members of the Educational Services Team and all other units in SLUSD
- Establish good relationships with the school community as a district representative.
- Maintain professional competence through participation in formal and informal professional growth activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Experience with large technology deployments of the following, but not limited to: personal computers, laptops, Chromebooks, Ipads, Slates or other devices
- Experience designing network backbone for a 1-1 student to device ratio
- Network Management
- Working with and managing technology contracts and vendors
- Google Apps
- Apple Configurator
- Airwatch or other MDM solutions
- Proactive Technology Solutions that will automate technology processes and procedures
- Active Directory
- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology to these areas;
- Windows 2000, XP, Windows 2003, Windows 7, Mac OS X, Cisco VOIP
- Expertise in electronic networks and telephony;
- Principles and practices of administration, including office and personnel management and budgetary practices;
- Methods, practices, equipment and supplies used in technology and instruction in a school district;
- Working methods and procedures used in technology;
- Laws and regulations pertaining to technology;
- Principles and techniques of supervision and training;
- Familiarity with hardware and software used in current technology;
- Principles of systems analysis and network administration.
- RFP Process
- Procurement in California and related piggyback contracts
- Pedagogy and instruction
- E-rate processes and procedures

- Interpersonal skills
- Current educational research, pedagogy, and instruction
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Understand the technology needs of various users, including certificated and classified employees; students, community and others users
- Efficiently manage and secure a diverse network of Mac and Windows PCs
- Automate common tasks using scripting on Windows and Macs
- Ensure that all network hosts are protected, patched, and configured properly
- Integrate technology into the K-12 curriculum;
- Plan and coordinate the work involved in maintaining a technology program;
- Plan, organize and supervise the operation of district technology, including the use of technology as an instructional tool at site and district levels;
- Direct the work of others;
- Prepare and interpret plans and specifications;
- Estimate costs of projects and work;
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain 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 timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

EDUCATION:

A bachelor's degree or working experience directly related to this position.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 12 month

WORKING CONDITIONS:

Office environment. Also entails work in schools, classrooms, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4