

AMADOR COUNTY OFFICE OF EDUCATION

CHIEF TECHNOLOGY OFFICER

DEFINITION

Under the supervision of the Assistant Superintendent of Business 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 Amador County Unified School District and the Amador County Office of Education. This includes the planning, development, implementation, management, and maintenance of all applications, infrastructure, security, networks, technology training, and communications, as well as comprehensive support for the teaching and learning activities of staff and students.

EXAMPLES OF DUTIES

Communicates, implements, and oversees the District Technology Plan. Work collaboratively with schools and departments to support technology integration and innovation. Provides oversight and direction for integrated data communications networks and the use of integrated database management systems. Plans, schedules, and directs the development of computer programs, including needs analysis, interface with other existing and planned programs, debugging, and development of comprehensive documentation. Designs and implements online quality assurance support programs including system and database security. Implements and evaluates systems and procedures to protect data integrity, reliability, and accessibility. Develops functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance. Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts, and project review. Evaluates technological changes, emerging technologies, and best practices in computer and communication fields to recommend innovative and cost-effective integration of new technologies. 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. Coordinates staff development to support technology integration. Leads both short- and long-range planning efforts related to technology. Coordinates the systems design work necessary to support the integration of information systems and platforms. Participates in staff hiring decisions, supervises, develops, and evaluates the work of assigned staff. Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, techniques, procedures, and developments for the operation of data processing and communications technology.
- Understanding of technology integration in support of the instructional program.
- Computerized educational management practices.

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- Complex computer systems design, analysis, and operations with a background in managing integrated database file structures.
- Experience in system design, program development, debugging, and system operation.
- Operating systems and the integration of personal computers in information systems.
- Consensus building techniques and conflict resolution strategies.
- Understanding of distributed processing.
- Plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.
- Articulate and understand complex issues and facilitate effective problem-solving.
- Develop and maintain cooperative relationships with community members, certificated staff, and classified staff.
- Communicate effectively in English in both oral and written forms.
- Serve as a resource to site and District personnel.
- Establish and maintain cooperative and effective professional working relationships.
- Effectively supervise and develop departmental staff.
- Prepare clear, concise, and effective reports and presentations.
- Adhere to all applicable attendance rules and regulations and to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE & CREDENTIALS REQUIREMENTS

Five years administrative experience in technology services and two years experience in a K-12 educational setting. Preference for administrative experience in information systems management with educational technology, technology support, and/or communications. Demonstrated record of strategic planning, budget management, integration, and staff development.

EDUCATION

Bachelor's degree from an accredited college or university with major coursework or extensive experience in Educational Technology, Computer Science, Information Systems, or Business Administration or a related field; Microsoft Certified Professional and Cisco Certified Professional certifications highly desirable.

LICENSE REQUIREMENT

Possession of a valid California Driver License.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

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SALARY SCHEDULE, WORK DAYS, DEPARTMENT

Level V of the Classified Administrative Salary Schedule, 260, Technology