

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Chief Technology Officer

**REPORTS:** Associate Superintendent  
Curriculum, Instruction, Innovation, and Support

**DEPARTMENT:** Curriculum, Instruction,  
Innovation and Support

**CLASSIFICATION:** Management

**FLSA:** Exempt

**WORK YEAR:** 226 (Certificated), 261 (Classified)

**ISSUED:** August 15, 2013

**SALARY:** Range 12

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**BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Curriculum, Instruction, Innovation, and Support provides technical assistance to all District personnel in the use of technology and student information systems; provides and supervises staff development regarding technology and student information systems; assists in the coordination, implementation and supervision of the District's technology master plan; supervises staff; coordinates with District human resources in support of District technology; demonstrates understanding of development of networking, i.e. local area networks and wide area networks; and is the District's manager for all projects associated with technology. Develops and coordinates District's applications for state and federal discounts;

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

Develops, evaluates, and makes recommendations to the Superintendent, regarding District policies as they pertain to technology and provides interpretation of District policies and procedures, ensuring compliance with all federal and state laws, regulations and policies. **(E)**

Responsible for screening, interviewing, selecting, assigning and evaluating employees to the department. **(E)**

Exercises leadership in achieving District goals and objectives related to technology and assessing the student education program and overall program effectiveness. **(E)**

Development and implementation of staff development in-service programs for staff, which emphasize and encourage the use of technology. **(E)**

Directs the review and selection of technology hardware and software; consults with staff on future educational hardware selections to ensure maximum compatibility of new hardware with existing District technology resources and maintenance coordination. **(E)**

Works collaboratively with the Assistant Superintendent, CIIS, the Director of Secondary Curriculum, Director of Elementary Curriculum, Director of Assessment, Director of Access and Equity, Director of Alternative Education, and other Administrators to ensure the coordination, alignment, and articulation of comprehensive curriculum and instructional program pre-k-12 that meets the needs of the diverse student population of the district. **(E)**

Collaborates with other instructional leaders to determine appropriate use of technology for instruction in various subject areas.

Coordinates and supervises the implementation of a District-wide technology master plan, to include installation and maintenance of infrastructure and needed equipment. **(E)**

Supervises and directs the audio/video production of the District including school Board meetings, graduations, and other District functions. **(E)**

Prepares and coordinates the District's application for federal and state programs that support telecommunications and infrastructure development. **(E)**

Directs and supervises the District network and assures that it is safe and efficient. **(E)**

Recommends the purchase of hardware and software needed to carry out the District's technology plan; develops appropriate bid and quotation specifications; consolidates record keeping for asset management and software licensing. **(E)**

Manages the District's student information systems. **(E)**

Consults with and provides technical assistance to schools and central office administrators regarding student information analysis, activities and reports. **(E)**

Manages, plans, and coordinates District compliance with mandated electronic state, federal and other reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and other data collections as assigned. **(E)**

Monitors relevant District information systems for changing and emerging data requirements, and coordinates all enhancements of these information systems to ensure quality control of data items for all assigned data collections. **(E)**

Assists in the management/operation of student management/grading District applications.

Assists in enduring District-wide compliance with various licensing and copyright requirements; ensures that all software licenses are up to date and are adequate to cover the software usage in the district. **(E)**

Initiates liaison with business sources; solicits donations of hardware, courseware, and expert time to further enhance the District's use of technology. **(E)**

Meets with staff and architects regarding the design for and implementation of technology in the classrooms, libraries, and offices; develops technology specifications for facilities. **(E)**

Represents the District at technology councils, committees, boards, and technology/media support groups, and keeps current on trends and developments in the use of technology to improve student achievement. **(E)**

Works effectively with the District's technology advisory group in planning for and implementing Board approved actions related to the use of technology; and performs related duties as assigned. **(E)**

Directs the District's digital communication systems (i.e. web, telephone, intercom, bells, fire alarm systems, electronic security and monitoring devices) by developing and supervising new projects and directing the support and maintenance of these systems. **(E)**

Serves as a member on the Superintendent's Cabinet. **(E)**

Attends all Board of Education meetings. **(E)**

Performs other duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Bachelor's degree required in mathematics, technology or related field. Master's degree in related field preferred.

A minimum of three (3) years of increasingly responsible experience supporting instructional programs through technology or information systems, experience providing staff development in technology utilization, successful experience in the supervision of personnel, and K-12 classroom teaching preferred.

Possession of a valid California administrative credential authorizing service as an administrator if evaluating certificated staff.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance. Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Various forms of technology, including state-of-the-art technology.
- Laws, rules, and regulations affecting the selection, purchase, computers, and other technology.
- Computer hardware and software, major operating systems, and hardware platforms, including methods of integrating instructional technology within Board-adopted curriculum.
- Computer networking and telecommunications trends and practices, including methods to effectively analyze and interpret data; apply and communicate applicable federal, state, and local policies, procedures, laws and regulation.
- Prepare and present oral and written reports and findings to a diverse audience, and effectively represent the District in the community.
- Successful strategies to supervise certificated and technical staff.
- Integration of telephone and data over a wide area network to produce savings.
- Elementary, secondary, and adult school curriculum applicable to educational technology.
- District organization, operations, policies, and procedures.
- Principles of organization, operation, and supervision.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Student information systems.
- California longitudinal pupil achievement data system.

#### **ABILITY TO:**

- Plan, present, and direct high quality professional development.
- Plan and implement the effective use of educational and administrative technology.
- Train staff in a variety of technology skills.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.

- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative, and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS: ENVIRONMENT:**

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

**HAZARDS:**

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Chief Technology Officer and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.