

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Chief Technology Officer

CLASSIFICATION: LMA

REPORTS TO: Assistant Superintendent or Deputy Superintendent

BASIC FUNCTION:

The Chief Technology Officer (CTO), under the supervision of the Assistant Superintendent or Deputy Superintendent, serves as systems manager and provides leadership and technical administrative support and is a first-line manager over applications used for education and administrative support, report generation, and data storage. In addition, the CTO supervises the Information Technology Department, develops and oversees a department budget, is regularly involved in working collaboratively with the District's various sites and departments to develop and implement plans for advancing the technology system for students and staff district-wide, and is in continuous contact with other administrators, advisory boards, and external agencies to accomplish the objectives of the position.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Develop and administer policy guidelines, system standards and operating procedures, and establish goals for the Information Technology Department.
- Develop and administer assigned budgets; direct the forecast of and recommend additional funds needed for staffing, equipment, materials and supplies. Monitor and approve expenditures.
- Coordinate, direct and participate in the development of long and short range technology plans for the District. Forecast needs and requirements, provide recommendations, and direct the design and implementation of systems, equipment acquisition, establishment of standards for hardware/software and procedures for improving efficiency of operations.
- Participate in the selection of new IT employees. Supervise, train, motivate, and evaluate IT staff. Establish and monitor employee performance and objectives. Prepare and present employee performance reviews. Provide or coordinate staff training. Work with employees to correct deficiencies. Implement discipline procedures.
- Coordinate activities with other district departments and outside agencies and organizations. Coordinate and control all electronic technology procurements district -wide. Coordinate and review the procurement of all equipment, materials and supplies.
- Research, prepare and present oral and written reports as necessary.
- Monitor data security to ensure the integrity and reliability of computerized information systems.

- Direct the continuous improvement of the information and technical system staff, equipment and systems to maintain pace with district needs.
- Oversee bid requests, proposals, and vendor contracts.
- Initiate liaison with business sources and school support groups to solicit and obtain funding, hardware, software, expertise and community support to enhance the District's acquisition and use of technology.
- Act as an official representative of the District and offer consultation, analysis, development and implementation of information technology in accordance with Administrative Regulations.
- Responsible for scheduling and processing special reports, surveys and statistical studies as required by the District, County, State, Federal and other approved agencies.
- Direct the development and maintenance of the District website; coordinate and participate in the updating of web pages and website content in response to District needs and requests.
- Perform other related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of:

- Thorough and in-depth knowledge of the theory, principles, practices and methods associated with administration of a full-service Technology Department.
- Computer methods and techniques, and systems procedures, analysis and design for current operating systems, including Student Information and Financial systems.
- Strong oral and written communication and delegation skills.
- Network design, installation, operation, maintenance and support of networks, and peripheral equipment. Network operating systems, data communication, and telecommunication systems. Information management techniques used in a school environment.
- Practices, procedures and techniques involved in the design, set-up, development and modification of computer and network systems, websites, hardware, software and applications.
- Technical aspects of researching, comparing and purchasing technology systems and equipment.
- Principles and techniques of systems and network analysis.
- District organization, operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Manage a technically complex department.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing, on both a formal and informal level with a wide range of contacts including district administrators, county officials and outside organizations.
- Plan, assign, supervise and review system analysis, design and programming activities and computer operations.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, recommend and implement solutions.
- Develop and execute contracts, leases and other agreements to meet district needs.
- Provide leadership and direction to department staff in a manner that encourages high morale and efficiency.
- Develop and administer the department budget.
- Develop and articulate long-term strategic plans.
- Direct the development and acquisition of educational technology to assure proper integration with instructional activities and curriculum.
- Research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance District operations and meet technology needs.
- Coordinate, attend and conduct a variety of meetings; coordinate, chair and provide technical support and direction for various technology committees.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Minimum of five years increasingly responsible experience in development, installation and maintenance of electronic technology systems, including at least two years of supervisory experience.

EDUCATION: Bachelor's degree with major course work in data processing, management information systems or equivalent work experience.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 12 month position - 260 day work year
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current agreement between Livermore Management and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule

FLSA STATUS: Exempt

Work Environment: The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

Completion by Human Resources:

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| Board Approval Date: Pending Board Approval on September 3, 2024 |
| <input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs |
| <input checked="" type="checkbox"/> Revised Job Description |
| <input type="checkbox"/> Revised Salary Placement: |
| Change Effective date: September 3, 2024 |