

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief Technology Officer	REPORTS TO:	Superintendent
DEPARTMENT:	Information Technology Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	January 7, 2015	SALARY:	Competitive and Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; build capacity among staff, recruit, prepare, sustain and challenge all leaders to achieve higher levels of individual performance and effectiveness in leading others; plan, organize, control and direct the Information Technology services and programs of the District to provide timely delivery of high quality learning options and a variety of activities to ensure students stay in school on target to graduate; develop a vision and long-term strategic plan that guides district operations; work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders and instructional staff; effectively communicate with district leaders to provide constructive feedback to improve their effectiveness as they develop new leadership skills.

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 principal job elements).

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education students through the effective management of assigned areas in support of providing students access to high quality options and a variety of activities. *E*

Maximize the use of Information Technology resources in support of Board adopted district goals. *E*

Strategize, develop, implement and direct a variety of innovative programs, projects and activities related to the overall functioning and management of assigned department including professional development; establish and maintain high standards for Information Technology performance and customer service and support; provide effective leadership, coaching, and development for IT professionals. *E*

Coordinate the collection and analysis of critical district information systems including student achievement data, human resources/labor relations data, operational data, and fiscal data to ensure accuracy of information and the integrity and credibility of the District. *E*

Plan, organize, control and direct Information Technology services and activities for timely delivery of high quality services in support of students learning at grade level and beyond; integrate and standardized all IT services throughout the district; develop and implement strategies to accelerate the work of the district through improved business processes focused on efficiency and effectiveness *E*

Ensure appropriate equipment, materials and human capita resources are available to meet District technology needs; review, evaluate, and make recommendations for procurement of computer hardware and software for classroom, learning laboratory, and business use. *E*

Review appropriate legislation to ensure technology activities are performed in compliance with applicable laws, codes and regulations. *E*

Identify training and staff development needs and develop a district-wide program for use of educational computer technology including professional development classes and seminars. *E*

Collaborate with site leaders, teachers and district support staff to determine learning or teaching functions to be enhanced, supplemented, or optimized by the use of current or emerging information technology systems to assist in educating students at a high level. *E*

Communicate District commitments for enhanced student learning utilizing technologies through appropriate public relations opportunities; collaborate with other executive cabinet members to accelerate learning for each student. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports records and files with special attention to comprehensive student academic results from multiple measures to assist all students achieve their personal best. *E*

Attend or chair a variety of meetings, represent the District in collaborative/partnerships/task forces with the City, County, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent or Deputy Superintendent. *E*

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Communicate and collaborate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Attend Board meetings; prepare, and present agendas and reports to the Board as requested by the Superintendent; interpret impact of proposals as necessary; serve as a member of the Superintendent's Council. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the specific assigned field. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement among departments, sites and outside to assist each student to stay in school on target to graduate. *E*

Visit school sites and classrooms on a regular basis.

Value risk taking and innovation in support of performance improvements throughout the District.

Perform related duties as assigned by Superintendent or designee.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in computer science, information systems, or related field and five years progressively responsible experience in management and development of complex information systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the academic and technology services of the District.
Computer hardware systems, mainframes, software applications, and languages utilized by the District.
Principles and practices of personnel management and supervisory.
Operation of a computer to enter data, maintain records and generate reports.
Significant experience in information systems or instructional technology, preferably in a systems analysis or product evaluation position.
Labor Relations law and employee contracts.
Operational needs of schools and school districts.
Current educational principles and practices *proven to raise student achievement*.
Interpersonal skills using tact, patience and courtesy.
Budget preparation and control.
Analytical and problem solving Techniques.
Strategic planning.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Policies, objectives and terminology of assigned programs.
Instructional programs at all levels.
District organization, operations, policies, objectives and goals

ABILITY TO:

Plan, organize and administer the academic and technology services of the District.
Control or direct the operation of a program or function.
Maintain current knowledge of technological advances in the field.
Provide technical guidance and recommendations concerning existing computer programs and systems.
Communicate, understand and follow both oral and written instructions effectively.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures and legislation.
Analyze situations and legislation accurately and adopt an effective course of action.
Work independently and effectively with little direction and many interruptions.
Plan, prioritize and organize work to meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Build, develop and maintain high quality talent.
Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Translate theory into action.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Exercise judgment and discretion in interpreting and applying policies and legislation.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Travel, office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; dexterity to operate a computer keyboard; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions