

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief Information and Technology Officer	REPORTS TO:	Superintendent of Public Education
DEPARTMENT:	Information and Technology	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	044
REVISED:	April 29, 2014		

BASIC FUNCTION:

Plan, organize, control, and direct the functions of the district-wide technology program, including computer skills curriculum training, computerized business applications, central computer management and maintenance, student information management, research and reporting, networking and technical support, communication installations, wide area network, distance learning systems, and computer repair service and maintenance; serve as a member of the Superintendent's Cabinet.

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.)

E = Essential Functions

Plan, organize, control and direct the functions of the district-wide technology program. *E*

Develop a district-wide technology plan in accordance with state requirements and direction; coordinate assistance to educators in implementing the plan; make changes and improvements based upon research and/or recommendations. *E*

Plan, develop, and implement staff development activities and training that support the use of technology in all areas of education. *E*

Determine and implement appropriate uses of technology for instruction in various subject areas and to provide courseware and materials for computer skills curriculum. *E*

Work with other departments to organize and set goals to coordinate program evaluation services (development, administration, interpretation, and reporting) for the district and design surveys and other data collection instruments. *E*

Oversee data analysis, data reporting, and research activities related to district, state, and federal programs. *E*

Provide materials for presentation to the Board of Education, principals, teachers, parents, and community groups; attend regular meetings of Board; conduct senior staff meetings; attend other related meetings. *E*

Maintain an awareness of technological innovation and promote the effective and efficient utilization of a wide variety of equipment as it relates to technological advances. *E*

Possess knowledge of operating characteristics, capabilities, limitations, and service requirements of computers and auxiliary equipment. *E*

Set goals for data processing, instructional technology, information management, information highway program, technical support, and computer repair. *E*

Implement strategies to achieve organizational goals and objectives and to maximize the performance of computer systems. *E*

Ensure that backup/recovery plans and security standards exist and are followed for all systems. *E*

Prepare and deliver written and oral presentations and technology services to the Board of Education, principals, teachers, parents, and community groups. *E*

Conduct special projects as requested; serve as a guest speaker at various school system and/or community functions; make presentations as required. *E*

Maintain various records and create summary reports of progress in the department. *E*

Assume leadership role on the Superintendent's Cabinet; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities. *E*

Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in computer science, information management, or related field, with an advanced degree/doctorate preferred, and eight years or more progressively responsible of experience in the area of technology, education, public, or business administration and management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Long-range technology plan, development methodology and development standards
- Federal, state and local policies and procedures regarding instructional technology
- Appropriate uses of technology for instruction and the requirements of the student computer skill curriculum.
- Current literature, trends, and development in the technology field

Educational research methodology, including research design, program evaluation and data analysis
Techniques and strategies for managing a large, diverse organization.
Principles and techniques of budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide leadership and direction in assigned functions.
Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
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.
Operate a computer and assigned office equipment.
Analyze problems, make decisions, and be responsible for those decisions.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Issued 6.20.08
Job Code 1224
PH