

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief Innovation Officer	REPORTS TO:	Superintendent of Public Education
DEPARTMENT:	Information and Technology	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	050
ISSUED:	July 29, 2014		

BASIC FUNCTION:

Provide proactive, collaborative leadership in the development, implementation, and support of a shared vision of innovative best practices for educational technology among all education stakeholders, including students, teachers, staff, school and district administrators, parents and community; serve as a member of the Superintendent’s Cabinet; participate in long-range strategic planning; assist with developing system-wide budget, plans, policies and activities.

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

Lead, inspire and facilitate a shared vision for all stakeholders that leverage the use of digital-age resources to meet and exceed the district’s student learning goals through effective and innovative instructional practices, tools and applications. *E*

Embrace and communicate a strategy that embeds 21st century skills into every aspect of education; develop and implement applicable policies and standards. *E*

Develop and implement the processes, policies, budgets, accountability measures, and incentive structures to support the use of digital resources for student learning and in district and school site operations. *E*

Design and maintain a robust 21st century technology infrastructure including integrated, interoperable systems to support management, operations, teaching and learning. *E*

Develop and implement strategies to ensure equitable access to appropriate digital tools and resources to meet the needs of all learners. *E*

Develop and implement strategies to align curriculum, assessment, accountability, virtual/blended learning and professional development to support 21st century learning environments. *E*

Participate in local, national and global learning communities that stimulate innovation, creativity and digital age collaboration; engage educators, employers, community members, parents and

polymakers in an ongoing dialogue that provides recommendations and advice about 21st century education. *E*

Establish policies and practices for the safe, legal, and ethical use of digital information, technology and social media. *E*

Work with the District’s government relations representative to advocate on local, state and national levels regarding policies, programs, and funding to support implementation of K-12 educational technology. *E*

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

Provide assistance to educational leaders in implementing staff development activities and training. *E*

Promote the use of technology for instruction in various subject areas and to provide resources and materials for educators. *E*

Work with other departments to organize 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; oversee districtwide data processing, instructional technology, information management, information highway program, technical support, and computer repair functions. *E*

Make written and oral presentations to the Board of Education, principals, teachers, parents, and community groups; attend regular meetings of Board; conduct senior staff meetings; attend other related meetings; maintain various records and create summary reports. *E*

Evaluate and recommend digital curriculum and assessment resources for seamless integration into student learning; stay abreast of emerging trends regarding effective use of technology and evaluation of new technologies that can improve student outcomes. *E*

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

Perform special projects and 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:

- Values and benefits of 21st Century digital literacy skills and global awareness
- Operating characteristics, capabilities, limitations, and service requirements of computers and auxiliary equipment
- Effective organizational development principles and practices
- Long-range technology plans, development methodology and development standards.
- Federal, state and local policies and procedures regarding instructional technology
- Appropriate uses of technology for instruction and the application to the Common Core State Standards
- 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
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies, and procedures

ABILITY TO:

- Successfully lead and implement major projects or programs through bold, innovative, and progressive thinking
- Provide leadership and direction in assigned functions
- Create, lead and support a districtwide digital age culture.
- 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, motivate assigned staff, collaborate with colleagues and cultivate strategic partnerships
- Use tact, patience and courtesy and other positive interpersonal skills
- 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 7.29.14
Job Code 1134
AT