



Irvine Unified School District

CHIEF TECHNOLOGY OFFICER

DEFINITION

Under the supervision of the Superintendent, the Chief Technology Officer provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of the District. This includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, technology training and communications, as well as comprehensive support for the teaching and learning activities of the staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively with schools and departments to support technology integration and innovation.
- Provides oversight and direction for integrated data communications networks and the use of integrated database management systems.
- Plans, schedules and directs the development of computer programs, including needs analysis, interface with other existing and planned programs, debugging, and development of comprehensive documentation.
- Identifies and supports instructional applications for technology.
- Designs and implements on-line quality assurance support programs including system and database security.
- Implements and evaluates systems and procedures to protect data integrity, reliability and accessibility.
- Organizes and coordinates appropriate staff development activities to ensure proper use of equipment and programs. Assures training is both operational and conceptual in scope.
- Develops functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
- Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts and project review.
- Evaluates technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost effective integration of new technologies.
- Manages operating budget covering all centralized computer support throughout the District and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance.
- Coordinates staff development to support technology integration.
- Leads both short and long-range planning efforts related to technology.
- Coordinates the systems design work necessary to support the integration of information systems and platforms.
- Hires, supervises, develops and evaluates the work of assigned staff.
- Other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge and Abilities:

- Ability to articulate and understand complex issues and facilitate effective problem-solving.
- Knowledge of principles, techniques, procedures and developments for the operation of data processing and communications technology.
- Understanding of technology integration in support of the instructional program.
- Knowledge of computerized educational management practices.
- Knowledge of complex computer systems design, analysis and operations, with a background in managing integrated database file structures.
- Ability to plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.
- Knowledge and experience in system design, program development, debugging and system operation.
- Knowledge of operating systems and the integration of personal computers in information systems.
- Understanding of distributed processing.
- Ability to develop and maintain cooperative relationships with community members, certificated staff and classified staff.

- Knowledge of consensus building techniques and conflict resolution strategies.

Education and Experience:

- Master's Degree from an accredited college or university with major coursework or extensive experience in Technology, Educational Technology, Computer Science, Information Systems or Business Administration or a related field; Teaching or Administrative credential preferred; valid California driver's license.
- Preference for administrative experience, in a supervisory or management capacity, with educational technology, technology support and communications.
- Demonstrated record of strategic planning, budget management, integration and staff development.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. The capacity to deal with and solve problems involving multiple variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; walk; use hands and fingers, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, stoop, kneel, or crouch, and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

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