

## ROCKLIN UNIFIED SCHOOL DISTRICT Job Description



**JOB TITLE:** Chief Technology Officer

**SUMMARY:**

The Chief Technology Officer (“CTO”) provides strategic planning and support for all instructional and business aspects of District technology use. The CTO directs support of all instructional technology design and applications, as well as support for personal computer hardware and software, Local Area Networks (LANs) and the District wide Area Network (WAN). The CTO directs the maintenance and operations of District financial and personnel operations on its mainframe systems, operation and maintenance of all student and District-wide data systems, and directs and ensures reliable District network services.

**SUPERVISOR:** Deputy Superintendent of Education Services

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**(The essential duties and responsibilities for this position include, but are not limited to, the following.)**

1. Primary responsibility for providing leadership, direction, oversight, and vision for the effective use of all Rocklin Unified School District (RUSD) instructional and business technology resources.
2. Responsible for strategic planning, development, and administration of all technology services, including preparing and implementing goals and objectives for technological advances that will serve the needs of District stakeholders.
3. Researches and makes recommendations to Superintendent, Deputy Superintendent, Cabinet, and all other District personnel on instructional and other technology-related needs and issues.
4. Responsible for planning, developing, and overseeing administration and maintenance of the District's Wide Area Network (WAN) and the Local Area Networks (LANs) at all District locations.
5. Hires, supervises, directs, and evaluates Management Information Systems personnel.
6. Responsible for ensuring the District's electronic data is appropriately secured, and for policies and procedures that protect such data and ensure compliance with all appropriate codes or policies relating to data integrity and security.
7. Researches, evaluates, and develops District policies, procedures, and guidelines related to technology use by students and adults, including CIPA.
8. Responsible for planning, developing, administering, and maintaining the District's web sites, services, and application development.
9. Responsible for directing and managing technology-related projects from beginning to end using industry standard practices.

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10. Administers and oversees contracts with computer and network support vendors and contractors. Researches negotiated contract agreements, and negotiates with technology hardware, software, and services providers to obtain the best value for RUSD.
11. Supervises and directs support of all District personal computers and network hardware and software.
12. Conducts/coordinates technology training programs for RUSD management, teaching staff, classified and other employees.
13. Responsible for computer acquisition, applications and solutions development, and computer operations support to maximize access to information for instruction and productivity.
14. Responsible for oversight of delivery of all District-wide network services, including an operational e-mail and groupware system for all District employees, data and system security, data storage and backup, web services, and planning for growth and upgrade needs.
15. Supports and oversees planning and vision for designs of future school site networks and technologies, serves with Rocklin Educational Technology Team (RETT) committee, and oversees technology upgrades.
16. Attends and represents RUSD at appropriate professional meetings with private and public organizations in the county, region, and state.
17. Represents RUSD in development and maintenance of business partnerships and relationships that support the District instructional goals.
18. Responsible for administration and oversight of all the District and department technology-related budgets, including ensuring purchases comply with District's instructional and operational standards and requirements.
19. Responsible for researching, making recommendations and oversight of District's select technology-related grant programs to ensure success with stated goals and compliance with grant requirements, including the federal E-Rate program.
20. Maintains constant working knowledge of changes and advancements in technology through in-service training, professional seminars and conferences, and published literature.
21. Writes procedures and documentation for new and existing programs as needed.
22. Performs other duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- ❖ Understanding of curriculum and instructional needs of K-12 educational organizations
- ❖ Future trends and needs in the field of educational technology
- ❖ Knowledge of current communication devices and communication networking
- ❖ Educational facilities design and legal contracting practices
- ❖ Knowledge of public sector business practices, including general familiarity with data processing and fiscal operations, including payroll, purchasing, accounts payable, and personnel
- ❖ Operating of computer systems and related equipment, especially personal computers, printers, and local area networks
- ❖ Project and change management techniques in organizations of similar size

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### **Ability to:**

- ❖ Effectively supervise and evaluate personnel
- ❖ Work cooperatively and communicate effectively with staff, other districts, business partners, government agencies, and general public
- ❖ Establish and maintain effective working relationships at all levels
- ❖ Analyze and evaluate effectiveness of all District instructional and business practices related to technology
- ❖ Demonstrate leadership, organization, communication, and human relations skills
- ❖ Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently
- ❖ Work cooperatively with others in achieving common goals
- ❖ Work nights or variable schedule as required
- ❖ Attend and provide in-service training
- ❖ Contribute to a positive working environment
- ❖ Comply with employer requirements and policies governing the confidentiality of data accessed
- ❖ Carry out RUSD policies and procedures in a professional manner

### **EDUCATION:**

Certificated instructional experience in a K-12 environment, with demonstrated leadership experience in technology operations, **OR** strong demonstrated experience of supporting instructional operations at an educational institution in a comparable classified technology management position. Baccalaureate or Master's Degree desirable (additional stipend for master's degree and doctoral degree).

### **EXPERIENCE:**

Three or more years of relevant experience in an educational administrative or management capacity required to qualify. Any other combination of education, training, and experience that would likely provide the required knowledge and abilities should be noted for consideration.

### **CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver's License

Desirable: Certification related area(s) of Logistical Instructional Technology, Project Management, Citrix, and Information Security

### **PHYSICAL REQUIREMENTS:**

The physical requirements 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 talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

- Must be able to climb, bend, stoop, and reach
- Must be able to sit, walk and stand for long periods
- Must be able to push, pull or lift at least 50 pounds

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- Must be able to read various forms of written materials and must be able to recognize different signs and symbols
- Dexterity of hands and fingers to operate office equipment
- Seeing to review and analyze documents, reports, and records
- Ability to distinguish colors
- Demonstrate normal depth perception

### **MEDICAL CATEGORY II:**

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

### **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 frequently works in indoor environmental conditions. The employee is occasionally exposed to video display, moving mechanical parts, and outdoor weather conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**

Adopted: February 15, 2012

Revised: April 18, 2012