

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Chief Technology Officer**  
**(Classified Management)**

**Definition:**

Under the general direction of the Superintendent, the Chief Technology Officer provides leadership in developing the information and educational technology services, vision and policy for the District. The CTO is responsible for shaping and directing both immediate and long-range strategic information systems requirements, operating core information technology resources and services, and managing the centralized aspects of those resources necessary to support the educational and business mission and priorities of the District. This includes long-term planning and delivery of services in the area of educational technology, information systems, software applications, data center operations, telecommunications, network operations, enterprise systems and comprehensive client support services. Provide strong, collaborative, forward-thinking and responsive leadership in the development, management and maintenance of the District's technology programs and services, and formulation of strategies that address both immediate and future technology needs and services.

**Essential Duties:**

- Plan, organize, control and direct the District's information technology program; develop and implement the District's information technology plan, responding to short and long-term administrative and instructional technology needs.
  
- Provide vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of District services and programs, enhance operational effectiveness, and accelerate student achievement.
  
- Participate as a member of the Superintendent's Cabinet for overall planning and direction of the District functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members.
  
- Provide technical support for users of computer systems district-wide; respond to requests for technological assistance from District, department and site personnel; work with departments and sites to assure optimum acquisition, installation, maintenance, utilization, repair and security of available technology.
  
- Plan and coordinate the set up of file servers, workstations and workgroup printers and the installation and maintenance of local area and wide area networks, including designing, configuring, managing and troubleshooting the system; maintain the operational integrity of the District's computing networking systems.
  
- Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software and work with telecommunications specialists who deal with the interfacing of computer and communications equipment.

- Ensure that backup/recovery plans and security standards exist and are followed for all systems.
- Review computer orders, modify as needed, and prepare configuration specifications; prepare bid specifications for computer and evaluate bid responses.
- Develop and implement a resource acquisition and management strategy for needed capital and operational investment in IT infrastructure and services; develop and cultivate strategic relationships with internal and external partners to assure optimum system and end-user performance; evaluate, learn and implement new technology and train department and/or school staff in its proper use.
- Identify, transfer, consolidate, and integrate new and legacy technologies into an enterprise infrastructure platform.
- Work with the Administrative Team, Curriculum Council, and Department/Grade Level Chairs to determine and implement appropriate uses of technology for instruction, and to provide courseware and materials for the computer skills curriculum.
- Review requests for services; resolve problems or determine appropriateness of new applications for automation. Assign work; determine priorities for work to be completed.
- Provide technical expertise, information, and assistance regarding the Aeries student management system and human resources management system.
- Administer web services; web sites for schools, departments, or special projects; maintenance Internet filter; troubleshoot Internet/network problems.
- Assist with the development of staff training in education technology.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs to solve issues and conflicts and exchange information.
- Coordinate program evaluation services (development, administration, interpretation, and reporting) for the school district; design surveys and other data collection instruments; and provide support for electronic evaluation services.
- Develop and prepare the annual preliminary budget for Technology Services, including data processing and telecommunications; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; approve requisitions for computer hardware, software, and supplies and prepare purchase requisitions.

- Operate computer and multi-media equipment and assigned software programs; operate other office equipment as assigned.
- 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.
- Maintain an awareness of Security, Surveillance, and Access systems.
- Perform computer and network forensic examinations and investigations in support of internal investigations and intrusion incidents, with responsibilities including digital evidence preservation, analysis, data and tape recovery, electronic mail extraction, and database examination.
- Chair the district technology committee, and provide leadership, direction and coordination to the site technology committees in conjunction with the district master technology plan.
- Drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Education/Experience:**

Bachelor's Degree in computer science, information management, or related field, with Master's preferred, and five (5) years or more progressively responsible experience in the area of technology, education, public, or business administration and management, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

#### **Knowledge and Abilities:**

Knowledge of:

- Role of information and educational technology in an educational agency
- Principals, practices, and techniques for the operation of both microcomputer and large-scale, high volume data processing operations providing complex services to users.
- Knowledge of current information technology including ERP, VOIP, voice/data systems, security systems and desktop/mobile hardware and software.
- Planning, organization and direction of an information technology department and current and new technologies related to information technology.
- Principles of teaching and learning and the relationship to technology.
- Principles of local area network and wide area networks and protocols.
- Sound understanding of the forensics process, with the ability to work within a framework of formal methodologies and best practices.
- Professional certifications preferred. These include EnCase, NTI, IACIS, SEARCH or CFCE (Certified Forensic Computer Examiner).
- Aeries student information and Aeries personnel systems.
- Preventive maintenance procedures, policies and programs related to technology equipment.

- Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions.
- Budget preparation and control.
- Principles and practices of personnel management and budget development and administration.
- Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies.
- 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.
- Operation of various computers, operating systems and software, including the Internet.
- Demonstrable subject matter expertise in all of the following areas: DOS, Windows (all versions), MAC (all versions), UNIX/Linux, MS-SQL, MS-Access, MS-Exchange, and Active Directory.

**Ability to:**

- Collaborate with teachers and administrators to improve teaching and learning through the use of technology.
- Plan, organize, control and direct the District's information technology program.
- Plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities.
- Coordinate the selection and utilization of computer hardware and software, and related technology for the District's instructional and administrative needs.
- Assure successful computing/networking communications among and between the various instructional units, schools sites, and the District Office.
- Develop and maintain the necessary documentation to support the forensic and investigative processes and procedures.
- Ability to maintain confidentiality of information.
- Administer web services.
- Provide leadership in the development of information management systems and educational technology applications for instructional and administrative units.
- 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 office, multimedia, and computer equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**Physical Demands and Working Conditions:**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hand and fingers to operate a computer keyboard.
- Lifting and carrying moderately heavy computer equipment.
- Vision: Must possess vision (which may be corrected) to read small print and computer screens.
- Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual is required to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.
- Mental and Emotional: The individual is required to establish effective relationships with a wide range of people, to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.
- Stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Some locations have stairs and may not have elevators.

**Personal Qualities:**

- Independent Worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation