

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304-B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** Chief Technology Officer  
**WORK YEAR:** 260-day

**JOB DESCRIPTION:** Under the general supervision of the Superintendent, the Chief Technology Officer is responsible for planning, developing, and overseeing functions and activities of Calaveras Unified School District information systems that service all schools and departments and provides direction and coordination of all technology/information services to support operational services and instructional programs.

**ESSENTIAL JOB TASKS:**

1. Directs the development and implementation of strategic and overall operating plans for the district's technology services including operation of data centers, application systems development and maintenance, data communications planning and maintenance, end user technical support, hardware and software evaluation and installation, data base administration and consulting, planning and implementation assistance, and other technology related functions.
2. Directs day-to-day operations and work processes of the district's technology department; organize and direct the work of subordinate staff, make recommendations regarding planning, staffing, and system and project implementations for all aspects of district technology services and programs.
3. Directs the allocation of department resources, including the preparation of the department budget, to achieve goals and objectives; adjusts plans and programs to address new and emerging programs, policies, and expectations.
4. Oversees management of technology-related contracts, including developing, monitoring and maintaining contracts for consultants and hardware/software vendors.
5. Facilitates the development and implementation of the district Master Technology Plan, and participates with other managers to develop strategic plans; analyze new mandates and regulations for department impact; change systems and procedures as necessary.
6. Pursues and facilitates funding opportunities for current and innovative technology practices for the District.
7. Provides overall leadership for the information technology department in setting goals, facilitating cross-functional cooperation, and identifying and addressing strategic opportunities and challenges.
8. Trains and motivates department team members to provide excellent service to customers in schools and central offices in a prompt, courteous, respectful, efficient and helpful way.

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9. Collaborates effectively with executive staff, site and central administrators and the Board of Education in district-wide and site implementation of technology-related functions, initiatives, and training.
10. Works effectively with key external stakeholders and partners and serves as a key spokesperson and primary district representative regarding information technology issues to such stakeholders.
11. Serves on the superintendent's leadership team and other advisory committees.
12. Performs other responsibilities as appropriate and as assigned based on ongoing organizational needs and strategic direction.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. **Knowledge of:**
  - a. Applicable laws, codes, regulations, policies and procedures;
  - b. Planning, organization and direction of the academic and technology services of the district;
  - c. Computer hardware systems, software applications, and languages utilized by the district;
  - d. Principles and practices of personnel management and supervision;
  - e. Operation of a computer to enter data, maintain records and generate reports;
  - f. Information systems and instructional technology;
  - g. Current educational principles and practices proven to raise student achievement;
  - h. Budget preparation and control;
  - i. Oral and written communication skills.
2. **Ability to:**
  - a. Plan, organize and administer the academic and technology services of the district,
  - b. Maintain current knowledge of technological advances in the field;
  - c. Provide technical guidance and recommendations concerning existing computer programs and systems;
  - d. Communicate, understand and follow both oral and written instructions effectively;
  - e. Interpret, comprehend, apply and explain rules, regulations, policies and procedures and legislation;
  - f. Analyze situations and legislation accurately and adopt an effective course of action;
  - g. Work independently and effectively with little direction and many interruptions;
  - h. Plan, prioritize and organize work to meet schedules and time lines;
  - i. Prepare comprehensive narrative and statistical reports;
  - j. Supervise and evaluate the performance of assigned staff;
  - k. Actively participate in meeting District goals and outcomes.

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3. A college degree or its equivalent is required. Additional training in management and supervision is desirable.
4. Commitment to customer service and high performance.
5. Knowledge of information systems development disciplines, maintenance and management; technical, operational and programming problem solving analysis; computer languages; systems design; common operating systems and relational database systems; data processing methods; training techniques; multi-platform environments; emerging technologies and industry trends.
6. Valid California driver's license, with proof of auto insurance.
7. Private Transportation

**SALARY:** Placement on Management/Supervisor/Confidential Salary Schedule  
Range 2

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by individuals holding this position and additional duties may be assigned.**

**BOARD APPROVED: December 13, 2011**