

SANTA CRUZ COUNTY OFFICE OF EDUCATION

CHIEF TECHNOLOGY OFFICER

DEFINITION

Under the general direction of the County Superintendent of Schools, provides leadership in developing the information and educational technology services, vision and policy for the Santa Cruz County Office of Education (SCCOE); shapes and directs both immediate and long range strategic information systems requirements; operates core information technology resources and services and manages the centralized aspects of those resources necessary to support the educational and business mission and priorities of SCCOE; oversees 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; planning, developing, and implementing strategic communication activities for the Santa Cruz County Office of Education

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides strong, collaborative, forward thinking and responsive leadership in the development, management and maintenance of SCCOE's technology programs and services and formulation of strategies that address both immediate and future technology needs and services.

Develops, recommends, and implements overall organizational communications and communication strategies for programs, initiatives, services, and events.

Provides vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of SCCOE's services and programs, enhance operational effectiveness, and accelerate student achievement.

Evaluate, select, design and implement core technologies including backbone networks, storage area networks, virtualization platforms, cloud technologies, wireless systems and data center infrastructure.

Understand, analyze and address the multiple aspects of security in a complex technology infrastructure environment. Ensure data integrity and network security through measures including firewalls, virus protection, intrusion monitoring, backups and replication, etc.

Identifies and develops solutions to recommend innovative strategies, products, and services that address all aspects of the education system, by collaborating with county office and district leadership.

Participates as a member of the Superintendent's Cabinet for overall planning and direction of SCCOE's functions and services; advises the Superintendent regarding use of resources, priorities, communication, program opportunities and methods to enhance the delivery of programs.

Plans, organizes, and provides overall direction for the development of a technology architecture and governance framework that defines the working relationship of technology components.

Develops and implements internal policies, procedures and planning for the use of technology.

Plans, organizes, and provides overall direction for the review and analysis of organizational business processes, including payroll processing, to ensure effective technology support for the processes.

Monitors and evaluates technology performance.

Collaborates with SCCOE branch and department administrators and staff as well as with district superintendents and staff to ensure that information technology resources and services are aligned with the mission and strategic priorities of the County Office.

Plans, organizes, and provides overall direction for integrated planning of all administrative and educational computing, telecommunications including system and software acquisitions, network design and implementation; ensures the delivery of information technology services, including all aspects of technology infrastructure and the comprehensive educational technology plan, to reduce costs and improve operational efficiency.

Provides management oversight for computing, information processing and communications resources across systems; directs and coordinates cooperative working relationships between centralized and distributed technical operations to achieve effective and cost beneficial SCCOE-wide solutions and comprehensive services to all clients with the effective and creative use of technology.

Leads technology staff in implementing strategic plans and supporting on-going technology programs, including training efforts for users of all software modules via utilization of both internal and external resources.

Recommends vendor contracts covering the acquisition of equipment, software and services, including the installation and on-going maintenance of the information technology inventory.

Serves as an advocate for Santa Cruz County districts in the technology area and confers with school district representatives on technology matters impacting California schools.

Plans, directs and oversees the Technology Services Department and formulates and manages the department budget.

Attends various professional meetings to remain current concerning trends in the field.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques for the operation of computers, network, and large-scale, high volume data processing operations providing complex services to users. Principles and practices of personnel management and budget development and administration. Principles and

methods for establishing goals, objectives and implementation plans to accomplish data processing solutions for identified needs. Role of information and educational technology in an educational agency. Emerging technologies and best practices. Business process documentation, re-engineering and improvement. Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies. SCCOE organization, operations, mission and objectives. Public speaking and presentation techniques. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

Skill and Ability to:

Plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities. Formulate and implement program goals, objectives, and schedules. Develop and implement strategic plans and changes required to achieve goals and objectives. Communicate effectively, both orally and in writing. Supervise, train, and evaluate the work of assigned staff. Establish and maintain excellent collaborative relationships with executive staff and vendors, and clients. Conduct meetings utilizing consensus building techniques and conflict resolution strategies. Interpret, develop, apply and explain complex rules, regulations, policies and procedures. Maintain current knowledge of rules, regulations, requirements and restrictions related to employee matters. Lead group meetings and collaborative decision processes.

EDUCATION AND EXPERIENCE

Any combination of education and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's Degree from an accredited college or university with an emphasis in education or a closely related field.

Experience:

Four (4) or more years experience using educational technology in a K-12 environment.

License or Certificate:

Possession of a valid California Teaching Credential.

Possession of a valid California Administrative Services Credential.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

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. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, crouch, stoop, squat, crawl, lift a 55 pound box of computer paper, and travel to different sites and locations.