



## Classified Management/Supervisory Job Description

### Chief Technology Officer

NJUHSD Board Approved: June 12, 2019  
NJUHSD Board Approved Revision: October 5, 2022

Position Title:	<b>Chief Technology Officer</b>
Contract Term:	260 contract days
Salary Schedule:	69

#### GENERAL DEFINITION:

The Chief Technology Officer (CTO) is a cabinet level executive position reporting directly to the District Superintendent. The CTO provides leadership in identifying, assessing and managing technology needs for the Nevada Joint Union High School District (NJUHSD). The CTO directs, coordinates, supervises, facilitates or performs all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of District operations. The CTO contributes to the infusion of educational technology into classrooms, libraries/media centers and district offices by providing highly motivating, full-time, professional leadership in all areas of technology planning and technology resource management. This position also provides support to The Corporation for Education Network Initiatives in California (CENIC) as a node administrator for Nevada County. This support includes duties typical of an Internet Service Provider (ISP).

#### UNDER SUPERVISION OF:

Superintendent

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide leadership in all aspects of instructional technology and technology infrastructure for NJUHSD.
2. Participate as a member of the District Cabinet for overall planning and direction of the District's functions and services and advise the Superintendent regarding use of technology resources, priorities, and program opportunities.
3. Coordinate development, refinement and execution of the district's strategic plan, involving all stakeholders and governance committees as it relates to instructional technology.
4. Collaborate with the District administration and school site staff to make informed decisions, and implement and operate IT services and programs.
5. Lead district initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of district functions and operations, including those that improve teaching and learning and promote 21st Century skills.
6. Create and support cross-functional teams for needs assessment, decision-making, technology support, professional development and other aspects of the District technology program.
7. Manage and direct staff in support of all technology applications to help the district meet goals of the strategic plan.
8. Supervise and/or coordinate the skills development of all employees in the operation of technology. Build awareness among employees of available resources and the role of technology in the instructional process.
9. Develop and coordinate a broad range of technology-based resources, maximizing the availability and use of these resources.

10. Develop and implement internal policies, procedures and planning to ensure legal compliance for the use of technology at all District sites.
11. Prepare annual department budget, analyze and review budgetary data, identify long-term IT needs, develop acquisition and implementation plans, and monitor and authorize expenditures in accordance with District guidelines.
12. Manage E-rate coordination and application.
13. Supervise, direct, and evaluate technology department and other staff as assigned.
14. Monitors and evaluates technology performance of Nevada County education network.
15. Participate in the design, purchase, installation, configuration, maintenance, and management of ISP services to connecting school districts in Nevada County including WAN connections, content filtering, DNS, and wireless controllers.
16. Coordinate County tech meetings and trainings, manage County tech listserv, maintains a DR plan for County WAN connections, provides assistance to County office and schools as needed, and meet regularly with the County superintendent.
17. Participate as the NJUHSD CTO and Nevada County CENIC Node administrator at County, Regional, and State meetings as requested.
18. Give presentations to the school board, community groups and others regarding NJUHSD technology matters and assigned subject or program areas.
19. Other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

Prefer Master's degree in Computer Science, MIS, Education, Educational Administration or closely related field. A minimum of five years of relevant professional experience in management in an educational technology-related field. Certificated instructional experience in a K-12 environment, with demonstrated leadership in technology operations desired. Demonstrated written and verbal communication skills, as well as speaking and presentation skills. Certified Chief Technology Officer (CCTO) certification desired.

#### **CERTIFICATES AND LICENSES:**

California Administrative Services Credential and teaching credential preferred. Valid California driver's license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

#### **REASONING ABILITY:**

Ability to independently problem-solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

#### **OTHER SKILLS AND ABILITIES:**

Ability to operate a computer and related software. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community. Ability to handle a multitude of responsibilities with minimal supervision. Possession of an appropriate, valid motor vehicle operator's license, employee-provided transportation, and proof of insurance are required. Basic computational skills.

#### **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 almost

continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employ.

**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. The noise level in the work environment may be loud. The employee is often interacting with the public, staff and students.

***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 the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***