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MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
TITLE: CHIEF TECHNOLOGY OFFICER

**QUALIFICATIONS**

***Knowledge of***

1. Organizational development principles and practices.
2. Long-range technology plan, development methodology and development standards.
3. Federal, state, and local policies and procedures regarding instructional and operational technology.
4. Appropriate uses of technology.
5. Current literature, trends, and development in the technology field.
6. Educational research methodology, including research design, program evaluation and data analysis.
7. Techniques and strategies for managing a large, diverse organization.
8. Principles and techniques of budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, and training.
11. Applicable laws, codes, regulations, policies, and procedures.
12. Interpersonal skills using tact, patience and courtesy.

***Ability to***

1. Provide leadership and direction in assigned functions.
2. Recognize future avenues of technology development and conceptualize appropriate plans and responses.
3. Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions.
4. Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
5. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
6. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze problems, make decisions, and be responsible for those decisions.
10. Meet schedules and timelines.
11. Work independently with little direction.
12. Plan and organize work.
13. Supervise and evaluate the performance of assigned staff.

***Training and Experience***

1. A combination of training, experience, and/or education equivalent to a Bachelor's Degree in computer science, information management, or related field, with a Master's Degree in Business Administration, Public Administration, Engineering, Computer Science, or other related field preferred, and eight years or more progressively responsible of experience in the area of technology, education, public, or business administration and management.

**REPORTS TO:** Superintendent or Designee

**JOB GOAL:** Plan, organize, control, and direct the functions of the district-wide technology program, including direction and support for instructional and education programs, computerized business applications, central computer management and maintenance, student data services, research and reporting, networking and technical support, communication installations, local and wide area networks, technology infrastructure, distance learning systems, and computer repair service and maintenance.

**ESSENTIAL FUNCTIONS**

1. Plan, organize, control, and direct the functions of the district-wide technology program.
2. Develop and lead a district-wide technology plan in accordance with state requirements and direction; coordinate assistance to educators in implementing the plan; make changes and improvements based upon research and/or recommendations. Plan, develop, and implement staff development activities and training that support the use of technology in all areas of education.
3. Determine and implement appropriate uses of technology for instruction in various subject areas and to provide support and direction for technology needed for the educational and instructional program and district-wide goals.
4. Work with other departments to organize and set goals to coordinate program evaluation services (development, administration, interpretation, and reporting) for the district and design surveys and other data collection instruments.
5. Oversee data analysis, data reporting, and research activities related to district, state, and federal programs.
6. Provide materials for presentation to the Board of Education, principals, teachers, parents, and community groups; attend regular meetings of Board; conduct senior staff meetings; attend other related meetings.
7. 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.
8. Possess knowledge of operating characteristics, capabilities, limitations, and service requirements of computers and auxiliary equipment.
9. Set goals for data processing, instructional technology, information management, technical support, and user support.
10. Implement strategies to achieve organizational goals and objectives and to maximize the performance of computer systems.
11. Ensure that backup/recovery plans and security standards exist and are followed for all systems.
12. Prepare and deliver written and oral presentations and technology services to the Board of Education, principals, teachers, parents, and community groups.
13. Conduct special projects as requested; serve as a guest speaker at various school system and/or community functions; make presentations as required.
14. Maintain various records and create summary reports of progress in the department.
15. Assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities.
16. Provides strategic leadership in anticipating and developing appropriate and innovative responses to future needs and challenges regarding the District's technology program.
17. Works closely with the Board of Education, Superintendent, District and school site administration and field personnel to understand their information needs and develop strategies to meet those needs.
18. Plans, directs, and manages the activities of the technology function through subordinate executives, administrators, and managers engaged in: developing, testing, monitoring, and maintaining, computer systems related to student data systems, enrollment, contracts, budget, business, financial, and other applications
19. Development of standards for and documentation of District-developed or modified computer systems.
20. Develops and updates the District's Information Technology Plan providing a framework for application development, standardization, prioritization of projects, purchasing guidelines, and the use of technology in the classroom.
21. Provides District-wide direction in the development and enforcement of Technology policies, standards, practices, and security measures.
22. Maintains knowledge of developments in the area of systems and technology to assure the new developments are considered and incorporated into future systems where applicable.
23. Remains appraised of the progress on all major technology projects, paying particular attention to any developing problems and participating in the timely problem resolution and communicates to senior management any significant developments or deviations from the plan.
24. Perform related duties as assigned.

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**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds occasionally up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate a calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Possess and maintain a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
2. Must use safety equipment and devices designated for this position.

**TERMS OF EMPLOYMENT:** 12-month work year  
Classified Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned site administrator or his/her designee will complete the evaluation.

Approved by: Board of Education

Date: December 15, 2020

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE AND  
AN EQUAL OPPORTUNITY EMPLOYER**