

CTO *Mentor*



Chief Technology Officer Mentor Program

A Collaboration of:

California Educational Technology Professionals Association (CETPA)

Fiscal Crisis and Management Assistance Team (FCMAT)

California County Superintendent Educational Services Association (CCSESA)

The California Department of Education (CDE)

Candidate Application 2010

California Educational Technology Professionals Association
915 L St #C424
Sacramento, CA 95814

Contents

Purpose3

Application and Selection Timeline4

Qualifications5

Responsibilities5

Candidates must do all of the following to be successful:5

Candidate Application Form.....6

Factors That Determine Ranking9

Nomination Form10

Training Schedule.....12

Purpose

The Chief Technology Officer (CTO) Mentor training program is targeted to produce qualified California school district CTOs. This program provides classroom training which takes place in eight sessions (Friday night, Saturday all day). Instructors are qualified and experienced CTOs with a preferred minimum of 10 years experience. This program is unique because of the following four major components:

- 1) Each participant is teamed with his/her own mentor
- 2) Participants are nominated and screened
- 3) Training involves “hands-on” experience
- 4) Training is offered at a substantially lower cost than other professional development courses.

The CTO Mentor Program is a joint endeavor of CETPA, FCMAT, and CCSESA and is supported by the California Department of Education (CDE). It is our intent, through interagency collaboration to assist school districts in filling CTO vacancies throughout California with qualified CTOs. It is our intent to assist in establishing standards and training components to meet the technology accountability issues facing our school districts.

Participants will improve their understanding of fundamental issues that drive school technology policies in each major functional area, including: student systems and accountability, district technology, user support, budgeting and finance, contracts and procurement, risk management, and the importance of having strong effective leadership skills. A curriculum that is reflective of current functions and responsibilities required of a district CTO has been adopted by the CTO Mentor Steering Committee.

We are pleased to present this professional development activity focused on technology, leadership and education. We invite and encourage individuals statewide to apply for these limited CTO Mentor Program placements.

September, 2009

L. Russ Brawn, President
California Educational Technology
Professionals Association (CETPA)

Joel Montero, Chief Executive Officer
Fiscal Crisis and Management Assistance
Team (FCMAT)

Jim Vidak, President
California County Superintendents Educational Services Association (CCSESA)

Application and Selection Timeline

September 2009 – December 2009

I. Application Timeline

- Application, resume and nomination form are due **December 4, 2009 by 5:00 p.m.** (application is available at <http://cetpa-k12.org/pub/htdocs/cto-forms.html>)

Electronic submission preferred. Submit to andreab@cetpa-k12.org

If necessary, mail application, resume and nomination form to:

Andrea F. Bennett
Executive Director, CETPA
915 L St #C424
Sacramento, CA 95814

Questions:

Andrea Bennett
916-402-2471
andreab@cetpa-k12.org

II. Selection Timeline

- December 2009 - Selection and notification of selected candidates

Qualifications

A successful candidate for the CTO Mentor Program should currently be involved in some facet of school technology and employed by a public or private school, district, county or state organization. The candidate will have a preferred four (4) years experience in a professional setting, a demonstrated expertise in technology and have or show potential in the following areas:

- ✓ Knowledge of IT Customer Service: networking, servers, desktops, user support
- ✓ Logical thinking skills and analytical abilities
- ✓ Facilitation skills: engaging, informing, involving, planning
- ✓ Demonstrated leadership skills
- ✓ People skills, ability to communicate well with others orally and in writing
- ✓ Career objective to become a fully qualified CTO

Responsibilities

Candidates must do all of the following to be successful:

- ✓ Communicate consistently with your mentor
- ✓ Complete all prerequisite assignments prior to each session
- ✓ Attend all eight sessions and actively participate in class activities and discussions
- ✓ Complete all homework assignments on time and receive a passing grade from the instructor
- ✓ Complete class oral presentation as assigned
- ✓ Complete the final executive summary and final oral presentation as assigned
- ✓ Provide constructive feedback to the program

Candidate Application Form 2010

COMPLETE AND RETURN BY DECEMBER 4, 2009

Required Documents:

- Candidate Application Form - Completed
- Nomination Form – Completed
- Current Resume

Applicant Name:

Title:

Organization:

Address: City/Zip:

Phone: Email:

The CTO Mentor Program classes will be held from 5:30pm to 9:30pm on Friday evenings and Saturday from 8:00am to 4:00pm in Woodland California. The fee for these classes is **\$1,600.00**. Candidates are responsible for their own travel and lodging expenses. Lunch on Saturday is provided.

Please answer the following questions. (Use a separate typed sheet. All responses should be at least 250 words and should not exceed 1000 words.)

1. Why are you interested in attending the CTO Mentor Program training?

2. Referencing the required qualifications, what strengths do you bring to the CTO Mentor Program training?

3. Which of your personal/professional characteristics should we consider when matching you with a mentor?

4. What is your vision of being a CTO in the K12 environment?

5. What knowledge, skills and beliefs are important to being successful as a CTO in the K12 environment?

I understand that if I am chosen as a candidate in the CTO Mentor Program, the fee of \$1,600.00 and my travel and lodging expenses are my responsibility. Further, I understand that in order to be considered for certification from the program, I must:

- ✓ Communicate consistently with my mentor
- ✓ Complete all prerequisite assignments prior to each session
- ✓ Attend all eight session and actively participate in class activities and discussions
- ✓ Complete all homework assignments on time and receive a passing grade from the instructor
- ✓ Complete a class oral presentation as assigned
- ✓ Complete the final executive summary and final oral presentation as assigned
- ✓ Provide constructive feedback to the program

Signature: _____ Date: _____

Print Name: _____

Please submit your application, nomination form and current resume by **5:00 p.m. on December 4, 2009** to the person below. All three documents are required to make this a valid application. Electronic submission preferred. Nomination forms may be submitted separately.

Andrea F. Bennett
Executive Director, CETPA
915 L St #C424
Sacramento, CA 95814
916-402-2471
andreab@cetpa-k12.org

Factors That Determine Ranking

The following are some of the factors that determine your application's ranking when it is evaluated:

- ✓ Application submitted on time, in a professional manner with resume and nomination form
- ✓ Answers well written with professional business language
- ✓ Nominated by his/her own Superintendent or other individual that shows organizational support
- ✓ Experience as a department leader, project manager or other leadership experience
- ✓ Number of years in K12 technology
- ✓ Demonstrated technology expertise such as programming, system installation and management, e-rate or network management
- ✓ Involvement in the K12 community (CETPA, CASBO, CUE, CoSN, etc)

Nomination Form 2010

To be completed by someone other than the candidate. Please type on this form or attach additional information as needed. You may turn this form in separately from the application. If you are nominating yourself, do not fill out this form. Nominations from Superintendents are desirable.

COMPLETE AND RETURN BY DECEMBER 4, 2009

Nominator Name:

Title:

Organization:

Address: City/Zip:

Phone: Email:

1. Why do you think this individual would make an excellent candidate for the CTO Mentor Project?

Continued on Next Page

- Referencing the required qualifications, what are the strengths of this individual? This will also assist in teaming the participant with a mentor.

- What are the areas of identified potential growth for your nominee to become a CTO?

Signature: _____ Date: _____

Please submit by **5:00 p.m. on December 4, 2009** to the person below. Electronic submissions preferred.

Andrea F. Bennett
Executive Director, CETPA
915 L St #C424
Sacramento, CA 95814
916-402-2471
andreab@cetpa-k12.org

Training Schedule 2010

Trainings begin at 5:30 p.m. on Friday evening and end at 9:30 p.m. Saturday class is from 8:00 a.m.– 4:00 p.m.
All classes will be held in Woodland, CA Sessions topics are subject to change.

Date	Topic	Description
Session I		
February 19, 2010	Kickoff	Welcome, Meet and Greet, Guest Speakers
February 20, 2010	Leadership	Leadership, Communications and Strategic Planning

Date	Topic	Description
Session II		
March 19, 2010	Leadership	Professional Development
March 20, 2010	Leadership	Organizational Management

Date	Topic	Description
Session III		
April 16, 2010	Technology	Technology Systems and Services
April 17, 2010	Leadership	Personnel Management

Date	Topic	Description
Session IV		
May 14, 2010	Technology	Security Fundamentals
May 15, 2010	Leadership/Education	Finance Centered Aspects

Date	Topic	Description
Session V		
June 18, 2010	Leadership/Education	Fiscal Management / Mentor Meeting
June 19, 2010	Leadership/Education	Finance Centered Aspects

Date	Topic	Description
Session VI		
July 16, 2010	Education	Staff and Student Centered Aspects
July 17, 2010	Education	Educational Technology

Date	Topic	Description
Session VII		
August 20, 2010	Education	Assessment and Accountability
August 21, 2010	Education	Assessment and Accountability

Date	Topic	Description
Session VIII		
September 17, 2010	Technology	Technology Policies, Standards and Technology Plans
September 18, 2010	Leadership	Vision and Technology Leadership
October 19, 2010	Final	Final Projects in Monterey, CA

