

# 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)  
California Department of Education (CDE)

## **Mentor Application 2010**

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

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## 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 and resume 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](mailto: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](mailto:andreab@cetpa-k12.org)

## II. Selection Timeline

- ✓ December 2009 - Selection and notification of selected mentors and your candidate pairing.

## **Qualifications**

A successful mentor candidate for the CTO Mentor Project should have the following qualifications:

- ✓ Prefer at least 10 years experience as a leader in K-12 Technology
- ✓ Currently holds a position as a leader in K-12 Technology
- ✓ Hands-on experience with K-12 Technology
- ✓ Holds a degree in business related field, CTO certification or demonstrated work experience
- ✓ Commitment of time as needed to consult and review assignments with participants
- ✓ Able to provide work study supervision to candidate in accordance with curriculum guidelines

## **Responsibilities**

- ✓ Communicate regularly with your candidate.
- ✓ Read the prerequisite reading and/or assignment for each session and be prepared to discuss it with your candidate.
- ✓ Review the homework assignments and discuss the assignment with your candidate.
- ✓ Communicate with the instructor if there are questions or confusion about an assignment.
- ✓ Review the completed assignment with your candidate to ensure the instructor's outcomes are met.
- ✓ Provide feedback to the program regarding curriculum and process.
- ✓ Attend mandatory meetings as scheduled.

# Mentor Application Form

## 2010

Required Documents:

- Mentor Application Form
- Current Resume

### **CANDIDATE INFORMATION**

- Check here if you are nominating yourself

Candidate Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### **NOMINATOR INFORMATION**

Nominator's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reasons for Nomination  
or  
Reasons for Application**

1. Does the Superintendent/School Board support this mentorship?  
 Yes  No

2. Why do you think this person will make an excellent mentor?

3. What are the strengths of this individual (or you). This information will help in teaming the mentor with a candidate.

## Mentor Sessions Schedule

(Required \*\*)

(Requested \*)

- \* February 19, 2010 – Kickoff in **Sacramento** and Mentor training
- \*\* June 19, 2010 - Midyear Evaluation: Feedback from Mentors
- \*\* September 17, 2010 – End of Year Evaluation: Feedback from Mentors
- \* October 2010 - Graduation and Recognition at the CETPA Conference

### **APPLICATIONS DUE**

Return completed form and current resume of mentor applicant by **December 4, 2009 5:00pm** to:

Andrea Bennett  
915 L St #C424  
Sacramento, CA 95814  
[andreab@cetpa-k12.org](mailto:andreab@cetpa-k12.org)

Direct any questions to Andrea Bennett.

# 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
<b>Session I</b>		
February 19, 2010	Kickoff	Welcome, Meet and Greet, Guest Speakers
February 20, 2010	Leadership	Leadership, Communications and Strategic Planning

Date	Topic	Description
<b>Session II</b>		
March 19, 2010	Leadership	Professional Development
March 20, 2010	Leadership	Organizational Management

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

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

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

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

Date	Topic	Description
<b>Session VII</b>		
August 20, 2010	Education	Assessment and Accountability
August 21, 2010	Education	Assessment and Accountability

Date	Topic	Description
<b>Session VIII</b>		
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

