

# 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 2012**

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

**Contents**

Purpose..... 3  
Application and Selection Timeline..... 4  
Qualifications ..... 5  
Responsibilities ..... 5  
Mentor Application Form ..... 6  
Reasons for Nomination ..... 7  
Mentor Sessions Schedule ..... 8  
Schedule..... 9

## Purpose

The Chief Technology Officer (CTO) Mentor training program is targeted to produce qualified California CTOs for K12 educational organizations. The vision for the program is:

An innovative training program that will prepare strategic leaders to inform, support, and drive efforts to improve teaching, learning and educational administration through knowledge management and the cost effective application of current and emerging technology.

This program provides classroom training which takes place in eight sessions (Friday night, Saturday all day). Instructors are qualified and experienced CTOs. 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 also 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.

October, 2011

Stephen K. Carr, President  
California Educational Technology  
Professionals Association (CETPA)

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

# Application and Selection Timeline

October 2011 – December 2011

## I. Application Timeline

- ✓ Application and resume due **December 2, 2011 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. Timeline

- ✓ December 2011 - Selection and notification of selected mentors and your candidate pairing.
- ✓ February 2012 – Classes Begin
- ✓ February 2012-September 2012 – Monthly sessions and communication with your candidate.
- ✓ October 2012 – Final Presentations and Commencement in Monterey

## **Qualifications**

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

- ✓ Prefer at least 10 years of 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 2012

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: \_\_\_\_\_

---

## **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 10, 2012 – Kickoff in Sacramento and Mentor training

\*\* June 8, 2012 - Midyear Evaluation: Feedback from Mentors

\*\* September 14, 2012 – End of Year Evaluation: Feedback from Mentors

\* October 17, 2012 - Graduation and Recognition at the CETPA Conference

### **APPLICATIONS DUE**

Return completed form and current resume of mentor applicant by **December 2, 2011 5:00pm**  
to:

Andrea Bennett

915 L St #C424

Sacramento, CA 95814

[andreab@cetpa-k12.org](mailto:andreab@cetpa-k12.org)

**Electronic submissions preferred.** [andreab@cetpa-k12.org](mailto:andreab@cetpa-k12.org)

Direct any questions to Andrea Bennett.

## **Schedule 2012**

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. The February kickoff will be held in Sacramento and the March-September classes will be held in the Ontario/Rancho Cucamonga area of Southern California. You are not required but are welcomed to attend the sessions. You are responsible for your own travel arrangements.

- Session 1 – February 10-11, 2012 – Sacramento
- Session 2 – March 9-10, 2012 – Ontario/Rancho Cucamonga
- Session 3 – April 13-14, 2012 – Ontario/Rancho Cucamonga
- Session 4 – May 11-12, 2012 – Ontario/Rancho Cucamonga
- Session 5 – June 8-9, 2012 – Ontario/Rancho Cucamonga
- Session 6 – 13-14, 2012 – Ontario/Rancho Cucamonga
- Session 7 – August 10-11, 2012 – Ontario/Rancho Cucamonga
- Session 8 – September 14-15, 2012 – Ontario/Rancho Cucamonga
- Final Presentations and Commencement – October 16-17, 2012 – Monterey