

# **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 2012**

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 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, resume and nomination form are 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 candidates
- February 2012 – Classes begin (see the class schedule below)
- October 2012 – Commencement at the CETPA Annual Conference in Monterey, CA



## 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 of experience in a professional setting, a demonstrated expertise in technology and have or show potential in the following areas:

- ✓ IT Customer Service: networking, servers, desktops, user support
- ✓ Logical thinking skills, including involvement with or management of large projects
- ✓ Analytical abilities, including experience developing or assisting with the development of a technology budget, or experience with school finance or purchasing
- ✓ Facilitation skills: engaging, informing, involving, planning
- ✓ Leadership skills
- ✓ People skills, ability to communicate well with others orally and in writing

In addition, the candidate should have a career objective to become a fully qualified CTO.

## Responsibilities

**Each candidate 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 project/assignment and final oral presentation as assigned
- ✓ Provide constructive feedback to the program

# Candidate Application Form 2012

**COMPLETE AND RETURN BY DECEMBER 2, 2011**

Required Documents:

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

Applicant Name:

Title:

Organization:

Address:  City/Zip:

Phone:  Email:

Organization’s ADA (if applicable):

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. (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?

- Referencing the required qualifications on page 6, briefly describe the professional experiences that make you a good candidate for the CTO Mentor Program.

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

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

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

6. 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 2, 2012** 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](mailto: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)

## **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 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