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

2015

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

Contents

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) Participants are nominated and screened
2) Each participant is teamed with his/her own mentor
3) Training involves "hands-on" experience and job related activities that participants use to develop a professional portfolio
4) Training is offered at a substantially lower cost than other professional development courses.

The CTO Mentor Program is sponsored and managed by the California Educational Technology Professionals Association (CETPA) in joint collaboration with the Fiscal Crisis and Management Assistance Team (FCMAT) and the California County Superintendents Educational Services Association (CCSESA) and is supported by the California Department of Education (CDE). It is our intent, through interagency collaboration to assist local education agencies in filling CTO vacancies throughout California with qualified CTOs. It is also our intent to establish a model professional development program that prepares technology leaders to successfully address challenges facing California's education system.

Participants will improve their knowledge and abilities related to leadership, education and technology as they engage with following topics: vision, leadership, strategic planning, professional development, project management, organizational management, fiscal management and budgeting, technology infrastructure, student and staff data systems, security, personnel management, assessment, accountability, education technology, and technology policies and standards. The curriculum is reviewed each year by the CTO Mentor Steering Committee and updated as necessary to ensure it is reflective of the current functions and responsibilities required of a CTO in an educational agency.

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

September 2014

Steve Thornton, President
California Educational Technology
Professionals Association (CETPA)

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

Timelines

I.   Application Timeline – September 8, 2014 – October 17, 2014
- Application, resume and nomination form are due **October 17, 2014 by 5:00 p.m.** (Please see the cetpa.net website to download the application).

         Electronic submission **required**. Submit to andrea.bennett@cetpa.net

         Questions:
         Andrea Bennett
         916-402-2471
         Andrea.bennett@cetpa.net

II.   Program Timeline
- September 8, 2014 – October 17, 2014 – Applications accepted
- October/November 2014 - Selection and notification of selected mentors
- February 2015 – Classes begin (mentors required to attend the kickoff meeting but not all classes)
- December2015 – Commencement at the CETPA Annual Conference in San Diego, CA

Qualifications and Responsibilities

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

- ✓ Currently hold a position as a leader in K-12 technology (at least 10 years of experience is preferred)
- ✓ Have hands-on experience with K-12 technology
- ✓ Hold a degree in business related field or a CTO certification, or have demonstrated work experience
- ✓ Be willing to enter into a contractual arrangement with CETPA to perform the duties of a mentor, including the commitment of time as needed to:
    - o Coordinate with the CTO Mentor Steering Committee and other mentors to ensure consistent delivery of mentor support
    - o Meet regularly with the assigned candidate to review progress, assignments, and portfolio artifacts and reflections
    - o Provide monthly feedback to the candidate and Executive Director about the candidate's progress
    - o Consult with instructors as needed to help the candidate resolve questions
    - o Attend mentor meetings (see schedule below)
    - o Attend mid-year evaluation meeting(s) with the assigned candidate and follow up with the candidate on any area(s) needing improvement
- ✓ Be able to provide work study supervision to candidate in accordance with curriculum guidelines

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Mentor Application Form
2015

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 your organization support this mentorship?
    ☐ Yes   ☐ No

2. Why do you think this person (or you) 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

Mentors are not required to attend all classes. If you would like to attend a class, please let Andrea Bennett know.

Participation in the following meetings is required:

- January 23, 2015 10-11am Conference Call Mentor Meeting
- February 6, 2015 10am-3pm – Program Kickoff - Sacramento
- February 27, 2015 – 10-11am Conference Call Mentor Meeting
- April 24, 2015 – 10-11am – Conference Call Mentor Meeting
- May 4-15, 2015 – 1-hour conferences calls will be scheduled with candidate and mentor to discuss progress
- September 21-29, 2015 - 1-hour Conference calls will be scheduled with candidate and mentor to discuss progress

Class Session Dates - optional:

- Session 1 – 7, 2015 - Leadership and Strategic Planning (Held in Sacramento)
- Session 2 – March 6-7, 2015 – Professional Development, Organizational Management (Ontario)
- Session 3 – April 10-11, 2015 – Fiscal Management and Finance Centered Aspects (Ontario)
- Session 4 – May 8-9, 2015 – Technology Infrastructure and Data Systems (Ontario)
- Session 5 – June 5-6, 2015 – Security Fundamentals, Personnel Management (Ontario)
- Session 6 – July 10-11, 2015 – Assessment and Accountability (Ontario)
- Session 7 – September 11-12, 2015 - Staff and Student Centered Aspects, Educational Technology (Ontario)
- Session 8 – October 9-10, 2015 – Technology Policies and Standards, Technology Leadership (Ontario)
- Final Presentations and Commencement – December 1-4, 2015 CETPA Annual Conference, San Diego, CA

APPLICATIONS DUE
Return completed form and current resume of mentor applicant by **October 17, 2014 5:00pm** to:

Andrea Bennett
andrea.bennett@cetpa.net