

Job Title: Chief Information Technology Officer
Job Family: Non-Certified
Pay Program: Administrative
Prepared/Revised Date: July 2015

Job Code: 060301
FLSA Status: Ex - E
Pay Range: L 20
Work Year: 12 months

SUMMARY: Responsible for creating and implementing district-wide information technology and telecommunication operations, services and strategic planning. Investigates, researches, evaluates, and recommends creative and innovative uses of technology as a means of improving instructional, curriculum, academic support and administrative delivery systems. Directs information management budgeting, strategic and tactical planning, business process re-engineering, and database system strategy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Strategic Vision: Explores new technologies for future planning and potential implementation. Collaborates with Senior Staff and District administrators to align Information Technology (IT) long-range planning strategies with educational vision, Superintendent Values and Governance Ends of the Board of Education. Sets the overall direction of internal business systems.	D	15%
2. Leadership: Facilitates effective communication and utilization of IT resources. Leads by example with creative and proactive communication strategies. Implements strategic change. Provides input, support and direction on all IT related projects for business operations, telecommunications and student support and instruction. Oversees planning and implementation of all business information systems, instructional and academic support systems, and internal communications. Identifies user needs and directs building of IT teams to work across all levels of the organization.	D	15%
3. Budget: Effectively manages IT operating and capital budgets. Investigates and evaluates emerging technologies to seek out the most effective application of technology. Utilizes resources to best service students, faculty, administration, district and other stakeholders. Ensures that programs, equipment, and systems selected are cost effective and understands the total present and future cost of changing or implementing technology solutions. Reallocates resources as tactical needs dictate.	W	10%
4. Management: Hires, supervises, trains, mentors, develops and evaluates direct reports in the effective performance of the department's and their supporting objectives and the management of their teams. Serves as primary district spokesperson for information technology management.	D	10%
5. Collaboration: Develops, maintains lines of, and facilitates communication with Senior Staff and administrators to assist in proactive problem resolution and to ensure technology aligns and supports the District Strategic Plan. Ensures that operability and efficient systems integration is maintained and that duplication and function overlap is minimized.	D	10%
6. Knowledge: Collaborates and establishes effective working relationships with surrounding school districts, state and national organizations, government agencies, and the surrounding community for resource and information sharing on subjects of mutual interest. Keeps knowledge current on information technology advances, communications, products and business processes; recommends changes in district standards when adopting new technologies is beneficial to the District. Uses the understanding of technology solutions that address specific district issues, and design, builds and runs those solutions in a way that contributes to the education of our students and to the efficient administration of the district's systems.	D	10%
7. Quality: Proactively, quickly and effectively resolves technical problems that may occur in the process of systems implementation, change or operation to minimize adverse impact on staff and students. Assure high availability of all systems (99%+). Assures that technology products and services are of the highest quality.	D	10%
8. Customer Service: Provides for and directs a highly responsive technology help desk service for District technology users.	D	10%
9. Perform other duties as assigned.	Ongoing	10%

TOTAL		100%
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EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in information systems management, computer science or related field preferred.
- Minimum of two years of administrative experience managing a large IT department with emphasis in areas of project management, business operations, and technology systems conversion/management preferred.
- Must complete the District courses “Facilitating Improved Performance,” “Progressive Discipline,” “Conflict Management,” “Interviewing & Hiring” and “Classified Evaluation System” within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong leadership and communication skills with group facilitation, presentations, organization behavior and development, the change process, facilitating change, planning, problem solving and coaching.
- Advanced strategic and visionary skills.
- High degree of independent judgment to interpret Board and Superintendent Policies, IT practices and district procedures to manage the allocation of resources in achieving the District’s goals, objectives and strategic vision.
- High degree of technical knowledge, analytical skills, facilitation skills, interpersonal skills, and interpretation of facts to understand unique technical problems, recommend and implement solutions, and evaluate the results.
- Advanced knowledge of software application development, programming and operating systems.
- Advanced knowledge and skill in integrating technology into classroom instruction.
- Advanced knowledge of voice/data communication systems and networks, business applications, web design, Internet/intranet access, e-commerce, computer maintenance, data warehouse services, parent Internet data access, media/library systems, document production, distribution and archival.
- Knowledge about laws and legal issues related to copyright, privacy, filtering and other aspects of school technology use.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft, Infinite Campus, Google Applications and other district software application required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Academic Computing Services Executive Director	1	090532
	Administrative Data Services Executive Director	1	090529
	IT Project Manager	1	061205

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, and monitoring the district’s IT budget.
- Responsible for researching, understanding, and approving capital IT requisitions for the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	