



**CHIEF INFORMATION OFFICER**

**GENERAL RESPONSIBILITIES**

This executive level position is responsible for providing leadership, strategic planning, direction, and management in the administration of the school division's academic and administrative information and technology systems that align with the division's strategic plan.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

*Leadership*

- Serve as a member of the Superintendent's Senior Staff, providing leadership, guidance, and feedback on the division priorities and work, especially as it relates to technology systems.
- Provide a leadership role in the school division's strategic planning, especially as it relates to technology systems.
- Partner with the educational technology component of the organization to identify instructional initiatives, priorities, and deliver needed solutions.
- Provide technology related guidance and assistance in support of the school division's instructional program.
- Provide guidance and counsel to administrators in examination and definition of objectives for existing or proposed systems and in the design of improved systems.

*Strategic*

- Ensure the information technology objectives and programs align with and support meeting the goals of the school division strategic plan.
- Support the development and implementation of the division wide instructional technology plan.
- Support the implementation of instructional technology, digital integration, and aligned programs for the school division.
- Examine Evaluate the integration of the division's technology plans and systems to determine if the identified strategies in place are meeting the needs of the division; make appropriate changes to effect improvements, reduce cost and enhance efficiency.

*Operations/Budget*

- Develop and manage annual budgets for the department and perform periodic cost and productivity analyses.
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the departmental goals and objectives; recruit, train, supervise and evaluate staff.
- Direct and coordinate the acquisition, management and operation of the shared information systems infrastructure including academic and administrative computing, telecommunications, broadband and data network systems.
- Oversee and direct the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Set priorities, initiate new projects, and issue directives regarding information system services.
- Ensure the security of the information systems, communication lines and equipment.
- Write technical requests for information and requests for proposals for leading edge technologies that are aligned to and supportive of division instructional technology goals; evaluate proposals and negotiate contracts for equipment and systems.
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of current technological developments/trends in area of expertise in the educational, administrative, and business environments; knowledge of current and developing information services requirements; ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; ability to direct multidepartment technical and administrative staff; ability to partner with School Board members, administrators, teachers and all support staff; ability to initiate and direct technical projects in support of strategic and operational goals; ability to foster a cooperative and collaborative work environment; ability to coordinate and integrate computer systems development, enhancement and modifications from an overall information services perspective; ability to develop requests for and evaluate proposals in reference to leading-edge information services technology; ability to negotiate contractual arrangements for the provision of computer technology; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and associates; strong interpersonal and communication skills; budget preparation and fiscal management skills; and strategic planning skills.

**EDUCATION AND EXPERIENCE**

**Required:**

Master's Degree.

Minimum of ten (10) years' experience directly related to the duties and responsibilities of the position.

**Preferred:**

Experience working in an educational and/or business environment,

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, and driving.

Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 5/05, 1/10, 10/19, 12/19, 7/20
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