

**JOB CODE: 70650****TITLE: CHIEF TECHNOLOGY OFFICER****QUALIFICATIONS:**

1. Bachelor's degree in computer science, business administration, or related education field. (advanced degree preferred)
2. Demonstrated knowledge of information management fundamentals.
3. Five (5) years of successful experience in leading, supervising and managing the various functions of a large organization.
4. Successful experience in budgeting, planning and implementing multiple programs and/or projects simultaneously.
5. Demonstrated ability to work with diverse groups, and to effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES****Essential Functions:**

1. Provides overall leadership and supervision of the integrated information system.
2. Develops, implements, and evaluates the District's technology plan in collaboration with District administrators, principals and staff.
3. Identifies short and long-term District-wide information needs for systems development and hardware acquisition and integration.
4. Provides timely and accurate information to support decision-making at the school and District level.
5. Provides technical specifications for informed purchasing decisions utilizing Total Cost of Ownership (TCO) model.
6. Employs cost effective use of out-source services in support of District initiatives.
7. Develops annual goals and budgets to ensure successful implementation of the information systems strategic long-range plan for both administrative and instructional programs and develops recommendations and modifications to the plan.
8. Directs the development, maintenance, and integration of administrative and instructional technology within the District in accordance with established strategic plans and policy.
9. Prepares comprehensive, easily understood reports and makes effective presentations to the School Board and the public.
10. Supervises the selection, development and evaluation of Divisional personnel.
11. Keeps abreast of changes in technology through research, communicating with peers at national, state and local levels and participating in state and national boards.
12. Collaborates with the Superintendent, District and area staff and principals to identify existing needs and to provide integrated information systems for District uses.
13. Builds working relationships with key community leaders and organizations.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 4/00  
 Revised: 2/03 **Changes Effective 7/03** (Chief Information Officer)  
 Salary Level: 11  
 Employee Unit: S  
 Responsible to: Chief Operating Officer

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.: some physical activity required.