

SPECIAL MEETING – JULY 25, 2007
JOB DESCRIPTIONS

CHIEF OPERATING OFFICER / CHIEF ACADEMIC OFFICER

- A) Chief Technology Officer
- Revise job classification description, Chief Technology Officer, Job Code 70650.
 - **Provides overall leadership and supervision of the integrated information system. Contributes to the strategic direction of the District by identifying the role that specific technologies will play in future growth.**
 - Fiscal Impact: No cost.

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IMPACT ON CHILDREN IN THE CLASSROOM

CHIEF ACADEMIC OFFICER/ CHIEF OPERATING OFFICER

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Chief Technology Officer	J	This position provides for the vision and direction of the District-wide integrated technology system, thereby directly and strategically impacting the District's Educational Technology initiatives in preparing students for the future in both continuing education and for entering the workforce.

***ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Replaces Existing Job Description

U – Job Description Upgrade

TITLE: CHIEF TECHNOLOGY OFFICER

QUALIFICATIONS:

1. Advanced degree in Bachelor's degree in computer science, business administration, technology, or educational leadership. or related education field. (advanced degree preferred)
2. ~~Demonstrated knowledge of information management fundamentals. Demonstrates Knowledge of technology's role in business process strategy.~~
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. Contributes to the strategic direction of the District by identifying the role that specific technologies will play in its future growth.
3. Fosters and coordinates a strong internal network of people who are in touch with the latest technologies and understand their potential.
4. Works with all sectors of the organization to ensure articulation and efforts most likely to generate the highest rate of return.
5. Develops, implements, and evaluates the District's technology plan in collaboration with District administrators, principals and staff.
6. Identifies short and long-term District-wide information needs for systems development and hardware acquisition and integration.
7. Provides timely and accurate information to support decision-making at the school and District level.
8. Provides technical specifications for informed purchasing decisions utilizing Total Cost of Ownership (TCO) model.
9. Employs cost effective use of out-source services in support of District initiatives.
10. 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.
11. Directs the development, maintenance, and integration of administrative and instructional technology within the District in accordance with established strategic plans and policy.
12. Prepares comprehensive, easily understood reports and makes effective presentations to the School Board and the public.
13. Supervises the selection, development and evaluation of Divisional personnel.
14. Keeps abreast of changes in technology through research, communicating with peers at national, state and local levels and participating in state and national boards.
15. Collaborates with the Superintendent, District and area staff and principals to identify existing needs and to provide integrated information systems for District uses.
16. 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; 7/07
Salary Level: 11
Employee Unit: S
Responsible to: Chief Operating Officer / Chief Academic Officer

Capable of lifting/carrying 20 lbs.; some physical activity required.