

INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204

JOB DESCRIPTION

JOB TITLE: Chief Technology Officer

REPORT TO: Superintendent

SUMMARY: Responsible for planning, developing, and overseeing all functions and activities of the District's technology services department.

ESSENTIAL JOB FUNCTIONS:

1. As a member of the Superintendent's cabinet, will work closely with the executive team and stakeholders to develop a shared vision as to how technology will support district goals.
2. In collaboration with district-wide instructional and technical teams, identify steps needed to transform the technology vision into actionable plans for successful implementation including student and staff device use in a 1:1 model.
3. Direct, coordinate, and ensure implementation of all tasks related to technical needs, scalable infrastructure, implementation standards, and integration of technology into every facet of district operations.
4. Oversee technology services department personnel including selection and evaluation of staff.
5. Manage the creation, implementation, and enforcement of policies related to technology use throughout the District. Consult with legal counsel when appropriate and recommended changes as needed.
6. Build relationships with all stakeholders, while monitoring requirements, expectations, and preferences for technology adoption and use, district-wide. Understand the key factors that lead to end-user satisfaction, with processes in place to evaluate effectiveness and inform necessary changes.
7. Deploy and support the use of technology to improve communication and organizational needs including, but not limited to enterprise email system, data-systems and communications systems.
8. Manage the technology services budget and serve as a strong business leader who guides tech-related purchasing processes and decisions, and fosters good relationships with vendors, and business partners.
9. Oversees department technical support for the Edupoint Synergy Student Information System.
10. Oversee departmental technical support for technologies deployed to support student, staff and building safety security.
11. Serve as the District's data privacy officer and implement data privacy and cyber security awareness initiatives, district-wide.
12. Prepare and present reports to the Board of Education as directed by the Superintendent.

13. Provide direct supervision to the Technology Services Coordinators, serving Data Systems and Operations, Network and Server Infrastructure, Telecommunications, End User Devices, and Classroom Technologies.
 14. Facilitate project management of technology-related initiatives beyond the scope of Technology Services departmental coordinators.
 15. Provide support and consultation to district and building administration on planning and implementing technology initiatives.
- Perform related duties and responsibilities as required.

SKILLS, KNOWLEDGE, ABILITIES:

1. Thorough knowledge of current trends in research and practices in public education.
2. Demonstrated competence in leadership, management, interpersonal relations and communications.
3. Knowledge of administration and supervision concepts.
4. Knowledge of applicable federal and state laws regarding education, students, and staff as it relates to technology.
5. Knowledge of behavioral management methods successful in school environments at all levels.
6. Ability to maintain and instill high standards of ethics and integrity.
7. Ability to organize and coordinate work.
8. Ability to develop and implement projects.
9. Ability to prepare oral or written communications for distribution to the Board of Education, employees, students and parents.
10. Ability to organize multiple tasks and conflicting time constraints.
11. Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
12. Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
13. Ability to plan and implement professional development for administrators and teaching staff.
14. Ability to anticipate and address problems that may arise in a resourceful and consistent manner.
15. Ability to use computer network system and software applications as needed.

PHYSICAL ABILITIES:

Works in standard office and school building environment

EDUCATION, LICENSURE, QUALIFICATIONS PROFILE:

Required: Master's degree in Education, Computer Science, Information Services, Business Administration, or related field with a minimum of two years of experience as a Chief Technology Officer or in a related leadership role.

Preferred: Solid and diverse experience leading progressive technology programs and initiatives in a large K-12 school district in a building and/or district administrative role.

EQUIPMENT:

Use standard office equipment such as personal computers, printer, copier and fax machines and telephone.

WORK ENVIRONMENT:

Works in standard office and school building environment

TRAVEL REQUIREMENT:

Travel between schools required.

SUPERVISOR: Superintendent

WORK CALENDAR: 1000

FLSA STATUS: Exempt

JOB CATEGORY: Administration