



## Chief Technology Officer

### **JOB DESCRIPTION**

The Chief Technology Officer, under the supervision of the Superintendent of Schools, provides overall leadership and direction in the development, deployment, and utilization of information systems and technology throughout the entire District.

### **EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS, REQUIREMENTS**

- Master's Degree in management information systems, education, or related field
- Five years experience in management of information systems/technology
- Extensive experience supervising staff and/or projects of a large scale, preferably in a school district setting
- Experience as a leader and manager with a level of responsibility equal to a campus principal or comparable district level administrative position in an educational or business setting
- Experience in managing budgets and directing employees
- Extensive and progressive experience of planning and implementing technology in both business and instructional environments
- Knowledge of principles and theories of computer science, computer systems, applications programming and development, information systems security, disaster recovery, and computer network and processing operations
- Knowledge of comprehensive, state-of-the-art technology components and technology integration in teaching/learning curriculum framework
- Understanding of and background in LANs and WANs and the type of applications that run over these networks
- Understanding of the potential uses of relational database applications and potential linkages of multiple such systems
- Understanding of workflow/dataflow concepts and how to apply those to an information system
- Understanding of data-driven decision making

### **DUTIES AND RESPONSIBILITIES**

1. Serves as a member of the Superintendent's Cabinet and participates in the strategic planning process to meet District's mission, technology strategies, action plans, and objectives.
2. Oversees and directs the Information & Technology Services and Instructional Technology Departments.
3. Develops, implements, and controls the overall strategy and plans for the development, deployment, and utilization of technology to support the District in departments and campus' operations.
4. Coordinates the preparation and approval of resource plans and budgets in support of District objectives.
5. Reviews and manages technology personnel, resources, and services to provide users with responsive and cost effective information and instruction systems.
6. Evaluates potential areas of improvement that can be achieved through new and improved systems in each functional area of the District.
7. Serves as primary District spokesperson for information management and technology.
8. Explores new technologies for future planning and potential implementation to include collaborating with industry on technology matters and innovations.
9. Keeps abreast of Federal, State, and private funding sources and initiatives and authorizes grant writing when needed.
10. Performs other duties as assigned

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**MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), concentrate, interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, compute, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel frequently within District, and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PE8**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/12/07*