JOB DESCRIPTION

I.   TITLE

Chief Information and Technology Officer

II.   PRIMARY FUNCTION

Responsible for the development and dissemination of information critical to the mission of the district. Oversees and directs the technical systems for the district and responsible for the development and maintenance of key technological infrastructures. Responsible for managing the district's data network and transmissions functions which include: Internet access, network security, VOIP, desktop security, server maintenance, user access, standards for application deployments and disaster recovery.

Coordinates and guides the districts administrators in the use of district performance data to enhance student achievement and inform instructional planning and decision-making. The responsibility for the development and dissemination of data required for sound informed decision-making resides with this position.

Is concerned with the development, implementation, operation, monitoring and evaluation of curricular and administrative technology. Plans, manages all technology services and coordinates information systems to the school district. The Chief Information Officer shall work cooperatively with district staff.

III.   REPORTS TO

Superintendent of Schools and/or designee

IV.   QUALIFICATIONS

- 10+ years of experience in Information Technology
- 5+ years of applicable IT management experience with the responsibility for managing, design, scope/budget, development, implementation, testing, documentation, development planning and support
- Must possess and be able to demonstrate excellent project management and people management skills
- Demonstrated ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources
- Expertise in managing information systems including Apple and Windows desktops, laptops and servers
- Thorough familiarity with hardware/software lifecycle, vendor management and outsourced solutions
- Such other qualifications of academic, professional and personal excellence as the Board of Education may specify

V.   MAJOR DUTIES AND RESPONSIBILITIES

- Plans, conducts, schedules and controls projects with enterprise wide scale and scope
- Effective communication with appropriate managers, and stakeholders across the district.
- Provides overall technical vision and strategy for the Information Technology Department.
- Work with instructional leaders to integrate technology in the ongoing instructional programs for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- Maintain and expand Voice Over IP Telephone system, maintain network infrastructure (Routers, Switches, LAN, WAN, Wireless), maintain and improve cabling for network connections.

- Monitor, maintain, and upgrade district servers, Hardware and software support for Windows based servers, Application support for server based software, Anti-virus application management.
- Plans and implements additions, deletions and major modifications to the supporting infrastructure.
- Anticipates future network needs, identifies proactive solutions to satisfy needs.
- Oversees the department's service area and resolves escalated issues if necessary.
- Helps establish and build relationships with vendors in conjunction with district leadership.
- Strategic planning of application infrastructure, staffing and operating policies and procedures to support overall district's academic and administrative vision and goals
- Oversees all IT-related purchasing and budget usage.
- Holds responsibility for capacity planning and scheduling vendor negotiations related to IT.
- Effectively communicates relevant IT-related information to superiors.
- Coordinate staff development activities to meet established instructional technology integration needs.
- Facilitate the development and maintenance of the NJ SMART, Genesis and other related Student Information Systems.
- Infrastructure Solution Architect - Handles requests for customized operational solutions. Consults with staff to identify solution requirements. Coordinates all activities for solution build.
- Maintain and support the district's telephone network, including emergency call systems.
- Supervise the recruiting, development, and evaluation of computer technicians and other staff as assigned.
- Perform such other duties as may be assigned by the Superintendent or designee.

VI.   TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

/PNP
Job Description/Section III Chief Information and Technology Officer -

APPROVED: June 13, 2011