

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Chief of Technology and Innovation

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with major coursework in information systems, cyber security, technology related field, or business administration, or ten (10) years of experience in a related field.
2. At least five (5) years successful experience in leading and directing a multi-department division in education or educational technology, educational professional development, or related industry.
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Future oriented perspective.
2. Ability to plan, organize, and prioritize.
3. Ability to analyze problems, identify appropriate solutions, project outcomes of proposed actions, and implement recommendations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to present information effectively to a variety of audiences.
6. Ability to work cooperatively with School Board members, school personnel, students, community and other departments and agencies.
7. Knowledge of national, state, and district educational goals and standards.
8. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes and regulations.
9. Advanced skills in problem solving and interpersonal interaction, with the ability to handle sensitive issues in a timely and professional manner.

REPORTS TO:

Superintendent

JOB GOAL

To provide vision and leadership for developing, implementing, and managing information technology initiatives and functions that improve student achievement, the cost effectiveness of district and school operations, and the efficiency of business processes.

SUPERVISES:

Director of Management Information Services
Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Provide strategic and tactical direction to the District for information technology, ensuring that the information systems infrastructure effectively supports the District's mission and strategic plan.

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2. Lead the technology management team, overseeing staff responsible for technology support, operations, and implementation.
3. Plan, procure, and distribute end-user hardware, software and online systems that support the District's instructional, administrative, and operational goals.
4. Develop and maintain policies and standards for minimizing costs related to the acquisition, implementation, and operations of information technology systems.
5. Oversee technology purchases, ensuring the most appropriate and cost-effective technology and staff is selected to address the defined business need.
6. Oversee and provide input in the annual five-year capital plan and annual technology plan for Board review and acceptance.
7. Develop, maintain, and coordinate procedures that will ensure secure, reliable, and well-supported technology systems and services.
8. Oversee core information technology organizational design and staffing requirements including infrastructure, applications, data security, project management, quality assurance, and help desk.
9. Collaborate with district administrators on the continuous improvement of Flagler County School District business processes and information technology infrastructures to achieve more productive, efficient, and valuable use of information and technology-based investments.
10. Oversee and maintain information technology policies and standards for information technology infrastructure and protection of assets.
11. Ensure the integrity of, security, and privacy of information entrusted to or maintained by Flagler County School District information systems.
12. Develop and maintain a district-wide information system recovery plan to ensure timely and effective restoration of information technology services in the event of disaster.
13. Oversee customer help desk function for daily operations, and project specific help for major rollouts and critical district calendar events.
14. Assist in the development of strategies for evaluating learning outcomes across online blended and technology-enhanced classes.
15. Work with all members of district staff and schools to develop solutions and ideas related to digital education programs and topics.
16. Develop initial ideas and acquire key information about potential projects that will facilitate the transformation of classrooms through the use of technology.
17. Conduct strategic analysis and develop clear and quantifiable goals and objectives for program development.
18. Visit school campuses regularly to collect stakeholder feedback, communicate department initiatives to school leadership teams, and identify opportunities for technology system enhancements.
19. Collaborate with staff to further the integration of technology into the curriculum and establish best practices to guide everyday teaching and lesson planning.
20. Develop a plan to publicize the levels of usage and examples of student success tour district and the community.
21. Facilitate a district-wide committee, including community members, to provide ongoing dialogue and direction in the area of technology and innovation.
22. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
23. Keep district-wide staff informed of potential problems or unusual events.
24. Serve on district, state or community councils or committees as assigned or appropriate.
25. Stay informed and disseminate information about current research, trends, and best practices in areas of responsibility.
26. Participate in state training programs and courses to increase the level of department services.
27. Prepare the annual department budget and monitor its implementation as required.

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28. Supervise assigned personnel, conduct annual performance evaluations, and make recommendations for appropriate employment actions.
29. Prepare and oversee the preparation of all required reports and maintain all appropriate records.
30. Assist in the development of policies and procedures for department.
31. Utilize appropriate strategies and problem solving tools to make decisions regarding the planning, utilization of funds, delivery of services, and evaluation of services provided.
32. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
33. Assist in the preparation of the School Board Meeting agendas by preparing appropriate action and information items of routine and priority nature.
34. Assist in interpreting the programs, philosophies, and policies of the district to staff, students, and the community.
35. Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
36. Serve as a member of the Superintendent's Cabinet.
37. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects. Must be willing to work indoors and outdoors.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and established performance objectives outlined in the District's current strategic plan.

Job Description Supplement Code: 5

Salary Lane: Non-School Based Administrator AYZ