

**27J SCHOOLS**  
**ADMINISTRATIVE POSITION JOB DESCRIPTION**

**Position Title:** Chief Information Officer  
**Last Modified:** December 2020  
**Work Year:** 260 Paid Days  
**Reports to:** Superintendent  
**Dept./Division:** Technology

**JOB DESCRIPTION:**

Plan, direct, and execute all the district's Technology programs and activities. This position functions as a collaborative strategic business partner within the organization. This requires aligning Technology resources and strategies to help achieve the Districts goals, managing the activities and operations of the unit, developing operational guidelines and recommending policies, and preparation of an annual work plan. Provide leadership for the district in technology.

**JOB RESPONSIBILITIES:**

1. Plan, direct, and execute the district's technology program. Manage the activities and operations of the unit, develop an annual work plan, set multi-year program goals and align technology resources and operations with the district's mission, the Board of Education's goals, and business requirements. Work to resolve problems and recommend better ways of utilizing the District's technology resources.
2. Plan, direct, and implement security measures to safeguard the district's network and provide for disaster recovery and backups.
3. Supervise, either directly or indirectly, all employees in the Technology unit. Conduct human resource management activities such as developing performance plans, conducting employee appraisals, and assigning tasks and assignments.
4. Manage fiscal activities for the unit, allocate available resources and funds, administer the Technology budget, define program objectives and implement Technology projects in collaboration with Directors, Principals, and supervisors.
5. Provide and coordinate technology training to employees.
6. Perform other duties as assigned.

**EXPERIENCE AND ACADEMIC PREPARATION:**

- Bachelor's degree or MBA in Information Technology, including Computer Science, Computer Information Systems, or Management Information Systems.
- Five or more years of experience in technology management. School district experience preferred

Any equivalent combination of education and experience will be considered.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

Strong customer service, problem solving, management, and communication skills.

- Ability to partner with professional consultants, vendors, stakeholders, and staff with sensitivity to their needs and abilities.
- Ability to negotiate to find mutually acceptable solutions.
- Ability to keep abreast of new technology trends and their applicability to the District's needs.
- Ability to communicate effectively, both orally and in writing.
- Ability to work flexible hours.
- Fluency in past and current versions of Microsoft Office Suite (Excel, Word, PowerPoint, and Access), Microsoft networking, Infinite Campus, and Windows operating systems.
- Thorough knowledge and understanding of WAN/LAN networking, client/server applications, Internet, data center operations, printing, copiers, audio/visual equipment, and other district hardware and software.
- Thorough knowledge of Virtual Infrastructure.
- Thorough knowledge of state computerized testing requirements/processes and procedures.

**SUPERVISION/TECHNICAL RESPONSIBILITY:**

Directly supervises employees in the Technology Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; coaching and disciplining employees; and addressing complaints and resolving problems. Acts as a technical resource for others in the areas of computer hardware and software implementation, troubleshooting and training, data processing, and technology leadership.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, and compile. Frequently required to compare, copy, and negotiate.

**ENVIRONMENTAL CONDITIONS:**

The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The above statements are intended to describe the general nature and level of work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the high school principal position. This job description is not intended to create any expressed or implied contract of employment or expectancy of continued employment for any definite term.