

**ST. MARY PARISH PUBLIC SCHOOLS
CHIEF TECHNOLOGY OFFICER JOB DESCRIPTION**

POSITION: Chief Technology Officer

REPORTS TO: Superintendent

SUPERVISES: Data Processing, Network Administration,
Student Information Systems, E-Rate, Instructional Technology

TERMS OF EMPLOYMENT: 12-Months

SALARY RANGE: Salary in accordance with the approved
St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/2840

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Minimum of a Bachelor's degree from a regionally accredited institution. Master's preferred. Minimum of five (5) years of broad experience in technology.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Develop policies governing the operation of the St. Mary Parish technology program.
2. Develop performance objectives and prepares a professional growth plan supporting department and school system goals.
3. Communicates policies governing the policies regarding the St. Mary Parish technology programs to all stakeholders.
4. Practice fiscal responsibility for the department.
5. Provide leadership in implementing a climate fostering innovative ideas and in developing programs designed to provide the most efficient and effective use of computers and other technologies in the schools.
6. Provide for staff development in the use of technology as an instructional tool.
7. Disseminate information about current educational technological trends, research and practices.
8. Plan, organize, and control the overall activities of electronic data processing, including systems analysis, programming, and computer operation activities as related to the district's business operations, instructional programs, data collection enterprises, accountability, research activities, and pupil record keeping.
9. Develop and train data processing staff.
10. In-service school personnel enabling them to perform routine maintenance checks and minor repairs to equipment when required.
11. Serve as a consultant to central office personnel, school-based administrators, and teacher for the effective use of technology.
12. Meet with Principals, central office personnel, and teachers to develop and communicate all regulations and policies related to technology usage.
13. Provide leadership in the planning, implementation and evaluation of instructional programs.
14. Develop a working relationship with community, business, and industry to foster interest in the support of the educational technology program.
15. Assist schools with the development and installation of networks, communication devices, and other distance learning devices.
16. Assist in analyzing the effectiveness of instructional technology/computer programs.
17. Assist in the determination of types of programs needed by schools and makes appropriate budgetary recommendations.
18. Review, evaluate and coordinate the selection of software, hardware, and instructional technology media and communicate recommendations to the instructional leaders of the district.
19. Coordinate the distribution of computer hardware and software in the schools.
20. Coordinate repair service for St. Mary Parish utilizing parish-employed technicians and outside providers.
21. Maintain an accurate inventory of available software and instructional hardware.
22. Attend workshops, meetings, and conferences in order to keep abreast of new trends and philosophies of technology used in education and disseminates that knowledge to the system.
23. Evaluate regularly the district's use of data processing and recommends alterations and expansion as necessary.
24. Report on the status of parish technology systems, programs, and services at the request of the Director of Personnel/Administration, Superintendent or School Board.
25. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
26. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
27. Perform other duties, which may be inherent in the above as well as all other tasks as deemed appropriate by the Superintendent of Schools and/or Board.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.

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2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ **DATE:** _____