



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Chief Technology Officer

(Adopted 12/17/2012; Rev. 3/25/2013, Rev. 04/28/2016)

Qualifications:

1. B.A. or B.S. degree from an accredited college or university. Graduate work preferred.
2. Experience in the planning and implementing of all aspects of technology.
3. Experience in provided training in operations and applications of technology.
4. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Superintendent of Schools

Job Goal:

To provide leadership in the identification of technology needs, plans to meet these needs and training of staff. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Researches, plans and recommends a comprehensive technology plan for the District.
2. Assists staff in implementing technology into all management and administrative functions.
3. Demonstrates technology as needed.
4. Provides materials and resources to all staff for use within their areas of responsibilities.
5. Serves as a resource to all staff and the Board.
6. Develops and administers the budget for all areas of technology.
7. Reports to the administration and the Board on technology needs and activities on a regular basis.
8. Maintains an inventory of all hardware and software.
9. Solicits, reviews and recommends all maintenance agreements.
10. Repairs, or makes arrangements to repair, all equipment.
11. Represents the District on all technology committees and the community.
12. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designees which may include additional responsibilities resulting for current and future shared service agreements with surrounding districts.
13. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Director (Non-Certified)
Pay Grade/Compensation Structure:	G05
Evaluation:	In accordance with Board policy
Job Code:	9200