Job Description
Revised: **July 2026**

Job Title:	**Chief Information & Technology Officer**	Job Code:	**060301**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range**:**	**L31**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for the district's overall customer experience with the use of technology, the stability and security of district systems and digital services, and the overall effectiveness of technology investments across the district. Leads the Information Technology (IT) department including field support, customer service, project management, software and data management, network and infrastructure management, cybersecurity and data privacy, enterprise applications, business process support, print services, records management, and instructional materials processing to support district-wide device programs, classroom and school technologies, district and school networks, and ancillary technologies imperative to the operation of the district. Guides the district's technology team and stakeholders through the process of selecting, implementing, and supporting district-wide technology systems. Establishes and maintains effective cybersecurity, data privacy, data governance, and disaster recovery/business continuity programs. Collaborates with district stakeholders to understand the evolving needs of the district, adjusts the strategic technology plan accordingly, and guides the development and implementation of technology and processes in support of those needs. Oversees the work to research, evaluate, and recommend creative and innovative uses of technology as a means of improving instructional, curriculum, academic support, and administrative delivery systems. Directs capital planning, budgeting, strategic and tactical planning, business process re-engineering, change management, and technology architecture and strategy. Leads the hiring and retention of world-class IT staff, and maintains a culture that promotes staff well-being and high-quality customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Strategic Vision and Compliance**: Explores new technologies for future planning and potential implementation. Collaborates with Cabinet and District administrators to align Information Technology (IT) long-range planning strategies with other components of the district's Strategic Plan. Ensures all systems and technology investments comply with applicable laws, policies, cybersecurity best practices, data privacy regulations, data governance standards, and other internal and industry technology standards.	D	15%
2. **Leadership**: Facilitates effective communication across all levels of the organization and promotes effective governance and management of IT resources. Leads by example with creative and proactive communication strategies. Implements strategic change. Provides input, support, and direction on all IT related projects, including appropriate cybersecurity measures. Oversees planning, accurately portrays and manages cyber risk, and implements with resilience all business information systems, instructional and academic support systems, and internal communications. Directs the building and management of IT teams to work across all levels of the organization. Develop and promote a culture that supports staff safety, engagement, and well-being, while ensuring department goals and objective are met.	D	15%
3. **Management**: Hires, supervises, trains, mentors, develops, and evaluates direct reports in the effective management and performance of their teams as well as the department's objectives. Serves as primary district spokesperson for information technology management. Ensures through an effect management program that the key business processes that are vital to district operations such as October Count, Year-End Close, Benefits Enrollment, and other state/federal reporting are executed successfully.	D	15%
4. **Budget**: Effectively manages IT operating and capital budgets, including bond and grant funds. Leads investigations and evaluation of emerging technologies to seek out the most effective application of technology. Utilizes resources to best service students, faculty, administration, district and other stakeholders. Ensures that programs, equipment, and systems selected are cost effective and manages the total present and future cost of changing or implementing technology solutions. Reallocates resources as evolving needs dictate.	W	10%
5. **Collaboration**: Develops, maintains, and facilitates effective communication with Cabinet and	D	10%

	administrators to assist in proactive problem resolution. Ensures that operability and efficient systems integration is maintained and that duplication and function overlap is minimized. Collaboratively support and help guide the development of innovative instructional methods and technology-related curriculum.		
6.	**Knowledge**: Collaborates and establishes effective working relationships with surrounding school districts, state and national organizations, government agencies, and the surrounding community for resource and information sharing on subjects of mutual interest. Facilitates a culture that promotes staying current on information technology advances, cybersecurity, compliance requirements, communications, technology products and business processes; recommends changes in district standards when adoption of new technologies are beneficial to the District. Ensures implementation of technology solutions that address specific district issues, and facilitates processes that lead to the design, development, and operation of solutions in a way that contributes to improved outcomes in the education of our students and the efficient administration of district systems.	D	10%
7.	**Quality**: Ensure the technology team proactively, quickly, and effectively resolves technical problems that may occur in the process of systems implementation, upgrades, or daily operations to minimize adverse impact to staff and students. Assures that the district employs and maintains cybersecurity controls to protect operations, information, and assets. Assure high availability of all systems. Ensures that technology products and services are of the highest quality and cost-effective.	D	10%
8.	**Customer Service**: Provides for and directs a highly responsive technology service desk for District technology users. Ensures monitoring and response to customer satisfaction, and other indicators of health with respect to the overall effectiveness of the technology-related customer service. Ensures that IT has excellent preparation and execution relative to key lines of service including School Start, 1:1 Device Program, Household Data Entry, Online Check-in, Curriculum Processing, Summer Projects, and Year-Round projects.	D	10%
9.	Perform other duties as assigned.	Ongoing	5%
	TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science or equivalent major.
- Master's degree in information systems management, computer science, or related field preferred. Bachelor's degree in computer science or equivalent major and five (5) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of (2) two years of administrative experience managing a large IT department with emphasis in areas of project management, business operations, and technology systems conversion/management preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- IT Leadership certifications such as CISSP, CITM, COBIT, etc. preferred
- Criminal background check required for hire.
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel among school locations.
- Strong leadership and communication skills with group facilitation, presentations, organizational behavior and development, change management, including facilitating change, planning, problem solving, and coaching.
- Advanced strategic and visionary skills.
- High degree of independent judgment to interpret Board and District Policies, IT practices and district procedures to manage the allocation of resources in achieving the District's goals, objectives and strategic vision.
- High degree of technical knowledge, analytical skills, facilitation skills, interpersonal skills, and interpretation of facts to understand unique technical problems, recommend and implement solutions, and evaluate the results.
- Ability to stay current with of software application development, programming and operating systems.
- Ability to stay current with integrating and supporting technology into classroom instruction.
- Ability to stay current with contemporary technology solutions and architectures in categories such as of voice/data communication systems and networks, virtual systems infrastructure, business applications, cybersecurity defenses & contingencies, operations technologies, web design, Internet/intranet access, e-commerce, computer maintenance, data warehouse services, parent Internet data access, media/library systems, document production, distribution and archival.

- Abilities to stay current with laws, cybersecurity frameworks, and legal issues related to copyright, data privacy, filtering, and other aspects of school technology use.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with office productivity technologies and departmental and organizational applications.
- Operating knowledge of PeopleSoft, Google Applications, datacenter infrastructure, operations technologies, cloud presence, data failsafe technologies, cybersecurity controls, and other critical district technologies required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Academic Computing Services Executive Director	1	090532
	Administrative Data Services Executive Director	1	090529
	Strategic Technology Initiatives Executive Director	1	3042
	Instructional Materials Center Manager	1	3008
	Printing Services Manager	1	5038
	Records Manager	1	70505

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, and monitoring the district's IT budget.
- Responsible for researching, understanding, and approving capital IT requisitions for the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	