



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Information and Strategy Officer (ISO)
Department / Location:	District Office
Reports to:	Superintendent
Employees Supervised:	Communication Specialist, Technology Coordinator, Registrar, and Safety and Security Coordinator
Classification:	Exempt
Status:	12 Month
Created / Revised:	February 2025 / June 3, 2026
Board Approved	August 11, 2026

Job Purpose

The Information and Strategy Officer (ISO) provides strategic leadership in integrating and aligning communication, technology, transportation services, and community engagement to support the district's mission and objectives. The ISO is responsible for the oversight of the district's information systems, data security, transportation operations, communication strategies, safety and security operations and community outreach to ensure effective and efficient service delivery.

Essential Functions and Responsibilities

Strategy & Leadership

- Provides strategic direction and oversight for district-wide technology, communications, transportation services, and community engagement.
- Advises senior management on emerging trends and opportunities in information systems, data security, transportation logistics, communications, and community partnerships.
- Develops partnerships to enhance district operations, service delivery, and community involvement.
- Serves on planning and policy-making committees.

Communications & Community Engagement

- Establishes and implements a comprehensive communication strategy for internal and external stakeholders.
- Ensures alignment of district messaging, marketing, and public relations initiatives.
- Develops and maintains digital communication platforms, including websites and social media.

- Fosters relationships with community stakeholders to enhance engagement and collaboration.
- Organizes and participates in community events to strengthen ties between the district and local organizations.

Technology & Information Systems

- Leads the development and implementation of short- and long-term IT goals to enhance educational and operational efficiency.
- Ensures data integrity, cybersecurity, and compliance with legal and regulatory requirements.
- Oversees the implementation and management of the student information system and data analytics platforms.
- Directs IT infrastructure improvements to support district-wide digital learning and administrative needs.

Transportation Services

- Supervises and evaluates the district's transportation operations to ensure safe, efficient, and reliable service.
- Collaborates with district leadership and the transportation company to optimize routing, scheduling, and fleet management.
- Implements policies and procedures to enhance student transportation safety and efficiency.

Operations & Accountability

- Establishes performance metrics and accountability measures for technology, communication, transportation, and community engagement services.
- Develops and manages budgets for IT, communications, transportation, and community outreach departments.
- Identifies professional development needs and provides training to enhance staff competencies.
- Ensures compliance with district policies, state regulations, and federal guidelines.

Safety & Security: Supervise and/or manage

- Develop and implement policies and procedures for safe and secure educational environments.
- Ensuring that facilities and equipment are safe and in good working order.
- Formulate safety and security plans to implement security procedures including an articulated emergency chain of command, safety procedures required by law, law enforcement assistance, communication with the public, and evacuation procedures.
- Identify areas of vulnerability associated with school buses, buildings, and grounds and formulate a plan to take corrective action.
- Understand procedural predictabilities and plan variations where possible.
- Develop plans that connect every student with a school adult, eliminate bullying and profiling and implement recommended threat assessment procedures.

Knowledge, Skills and Abilities

- Strong leadership and management skills.
- Ability to develop and implement strategic plans.
- Excellent communication, negotiation, and relationship-building abilities.
- Ability to analyze complex data and provide actionable insights.
- Familiarity with industry standards in IT, transportation, communications, and community engagement.
- Ability to work flexible hours, including evenings and weekends as necessary.

Working Conditions

This job is performed in an office setting. Occasionally the job requires work to be performed at a variety of District locations.

Physical Requirements

The physical and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to frequently stand, walk, twist, bend, sit, talk or hear. The employee may frequently use hands to finger, handle or feel objects or controls. The employee may occasionally stoop, kneel, crouch or crawl. The employee may regularly reach with hands or arms. The employee may regularly lift and/or move up to 10 pounds; occasionally lift and/or move up to 25 pounds; rarely/never lift and/or move up to 50 pounds.

Education and Experience

- Bachelor's degree in Information Technology, Communications, or a related field (Master's preferred).
- Demonstrated leadership experience in managing technology, communications, transportation, or community engagement in an educational or corporate setting.
- Proven ability to develop and execute strategic initiatives.
- Experience with data systems and security and district-level communication systems.
- Strong skills in project management, problem-solving, and team leadership.
- Familiarity with school district operations and regulatory requirements preferred.

Licenses and Certifications**EEO Statement**

The Monona Grove School District does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed