Position Inventory: E92
FLSA Status: Exempt
Bargaining Unit: N/A
Classification: Non-Licensed Administrator
Calendar: 12 Month / 8 Hours per day
Job Description Last Review Date: 11/05/2026
Job Description Adoption Date: 04/18/2024

Job Title: Chief Information Officer
Department: Technology
Reports to: Superintendent
Highest Level Supervised: Director

Job Summary:
The Chief Information Officer (CIO) plays a pivotal role in shaping the district's technological landscape. As a key member of the Superintendent's Cabinet, the CIO provides strategic leadership, fosters collaboration, and ensures the effective utilization of information technology (IT) resources. The CIO's responsibilities span a wide range of areas, from innovation and efficiency to cybersecurity and policy development. The CIO's role extends beyond technical expertise; it encompasses leadership, vision, and a commitment to advancing education through technology. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

Essential Functions and Responsibilities:
1. Develop and articulate a forward-thinking vision for the district's IT systems, aligning with educational goals and 21st-century practices.
2. Work collaboratively with stakeholders, including educators, administrators, and community members, to identify opportunities for technological innovation.
3. Streamline processes, enhance productivity, and optimize resource allocation through technology solutions.
4. Oversee the development, implementation, and maintenance of a robust IT infrastructure that supports educational excellence. Evaluate existing systems, identify areas for improvement, and ensure the highest quality of service delivery.
5. Leverage data analytics to inform strategic decisions and enhance student outcomes.
6. Collaborate with district leaders to develop and manage the IT budget, ensuring efficient allocation of resources.
7. Assist in creating policies related to technology use, data privacy, and security. Lead the district's cybersecurity efforts by developing and implementing robust security protocols.
8. Design and oversee disaster recovery plans to ensure continuity of critical services during emergencies. Stay informed about cybersecurity threats and proactively address vulnerabilities.
9. Stay informed about emerging trends in technology and education, such as personalized learning, adaptive technologies, and virtual reality.
10. Attends all Board meetings, serving as a resource person for the Superintendent and Board.
11. Maintains professional learning and growth through professional organizations, seminars, course work, and collaboration.
12. Other duties, as assigned.

Minimum Qualifications:
- **Education:** Advanced degree in computer science, information systems, or related field or an equivalent combination of education and relevant experience
- **Work Experience:**
    - Five years previous supervisory experience

- Five years previous experience implementing educational technology solutions and supporting teaching, learning, and student engagement
- **Licensure or Certification:** One of the following certifications, preferred:
  - Certified Information Systems Security Professional (CISSP)
  - Certified Information Privacy Manager (CIPM)
  - Certified Information Systems Auditor (CISA)

Knowledge, Skills, and Abilities:

1. Knowledge of federal and state laws related to data privacy and security.
2. Ability to analyze facts and make sound decisions based on applicable laws, emerging trends, and the strategic plan.
3. Effective written and oral communication and presentation techniques.
4. Ability to prioritize tasks and to delegate them when appropriate.
5. Strong analytical and problem-solving skills.
6. Strong supervisory and leadership skills. Ability to motivate stakeholders in the district.
7. Excellent organizational skills, attention to detail, and commitment to quality and accuracy.
8. Excellent time management skills with a proven ability to meet deadlines.
9. Proficient with Microsoft Office Suite or related software.
10. Maintain confidentiality.
11. Attend work on a prompt and regular basis.
12. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.

Physical Requirements:

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Frequent 33% - 66%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1%- 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (10 lbs.)	Occasional 1% - 32%
Carrying (25 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	Never 0%
Working Conditions	
Inside	Constant 67%+
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

HR Signature: Matthew Smith **Date: 11/05/2026**

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be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.