JOB TITLE:	CHIEF INFORMATION OFFICER
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, Grade 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8694
BARGAINING UNIT:	CLAS

NEW:

04/24/2018

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, supports and implements the district's Information Technology (IT) functions including information and performance technology, computer education support, IT project management, and the district's cybersecurity plan and systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports technology integration and instruction to enhance deeper learning for students

Oversees IT project management including network infrastructure

Ensures technical support systems are in place for school and district staff and students

Recommends and implements best practices to provide ease of access to technology for students, teachers, and district staff

Plans for comprehensive district needs including curriculum and instruction integration, student technology literacy, professional development and technology goals evaluation

Strengthens cybersecurity plans and systems to ensure data integrity

Keeps current with the latest technologies, identifies new computer and peripheral solutions that meet campus curriculum, central office, and Kentucky Department of Education requirements (including KETS Grant and e-rate grants)

Provides and designs training programs for employees to meet district-wide technology needs; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Attends all meetings of the Board of Education and provides input

Supervise and evaluate the performance of assigned personnel

Performs other duties as assigned by the Superintendent

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Masters in computer science, engineering or relevant field; or Bachelors with equivalent years experience in computer science, engineering or relevant field

Five (5) years experience and education required to provide knowledge and ability of responsibilities

Knowledge of IT systems and infrastructure

Solid understanding of data analysis, budgeting and business operations

Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience
Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability, and good judgment
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced preparation or certification in computer Science or relevant field
Background in designing/developing IT systems and planning IT implementation