



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CHIEF INFORMATION OFFICER
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, Grade 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8494
BARGAINING UNIT:	CLAS

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
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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 of experience in computer science, engineering or relevant field
Five (5) years of 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
Experience in a diverse workplace