



Job Title: Chief Technology Officer **Wage/Hour Status:** Exempt-226
Reports to: Associate Superintendent of Facilities **Pay Grade:** Admin Pay Group 12
Dept./School: Technology Department **Date Revised:** 9/29/2021

Primary Purpose:

Responsible for the overall management of the Technology Department and strategic planning of technology systems districtwide. Provide expertise and direction in creation and implementation of systems related to the development, deployment, and use of information technology in the district.

Qualifications:

Education/Certification:

Bachelor's degree in the field of Business or Technology-related, preferred
Master's degree required

Special Knowledge/Skills:

- Knowledge of computer network, hardware, and software applications
- Knowledge of computer applications development and implementation
- Work experience dealing with eRate/SLD
- Ability to manage budget and personnel; coordinate district function; implement policy and procedure
- Excellent organizational, communication, and interpersonal skills
- Ability to interpret data

Experience:

Professional experience in a technology leadership role

A minimum of 5 years of experience in supervision and management of a major division of a Texas public school district

Major Responsibilities and Duties:

Technology and Information Management

1. Analyze complex business needs presented by schools and administrative departments, and develop and implement technical solutions. Explain technology solutions to senior management through presentation and advocacy.
2. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.
3. Develop and implement district standards and specifications for hardware and software use, and computer networking.
4. Devise, develop, implement, and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to

- ensure integrity of information, security of databases, internal network access controls, and cyber security protocols in compliance with local, state, and federal laws.
5. Devise, develop, implement, integrate, maintain, and upgrade hardware, servers, and applications; monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses.
 6. Oversee support between the education service center and district staff, including programming, application support, and end-user support.
 7. Ensure the district has internal capacity to continue the use of technology within all district operations, including one-to-one initiatives and "bring your own device" models.
 8. Develop and coordinate a broad range of technology-based resources, maximizing the availability, use, and return on investment of those resources.
 9. Ability to negotiate complex enterprise application and service contract/agreements.
 10. Work effectively to develop business partnerships with vendors and other external partners.

Policy, Reports, and Law

11. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
12. Compile, maintain, and file all reports, records, and other documents as required.
13. Participate in the research of and application for technology-related grants or revenue sources.
- 14.

Budget and Inventory

15. Develop and administer the information technology budget based on documented needs, and ensure that operations are cost-effective and funds are managed wisely.
16. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.

Personnel Management

17. Prepare, review, and revise Technology department job descriptions.
18. Select, train, supervise, evaluate staff, and make recommendations relative to assignment, retention, discipline, and dismissal.
- 19.

Other duties:

20. Other duties as assigned.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of information technology department employees.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment, including computer and peripherals

Posture:

Prolonged sitting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.