

CAMPBELL COUNTY SCHOOLS

EFFECTIVE : 5/2010

REVISED: 5/2014

TITLE: Chief Information Officer

QUALIFICATIONS:

1. Masters Degree or higher
2. Educational Certification or other alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent and/or Designee

JOB GOAL: To coordinate and manage the smooth and efficient operation of all technology operations of the district including software, hardware, networks, curriculum, instruction, training and district-wide planning.

PERFORMANCE RESPONSIBILITIES:

- Work with Technology Instructional staff to lead professional development, classroom initiatives, and monitor implementation of technology integration into the curriculum to meet the requirements of the 21st Century student outcomes.
- Collaborate with the Department of Curriculum and Instruction
- Coordinate the integration of technology into curriculum, instruction, and assessment
- Encourage and assist classroom teachers in integrating technology
- Coordinate technology professional development
- Support STEM (Science, technology, engineering, and mathematics) initiatives with students
- Read and attend conferences, meetings, workshops to keep current on advances in technology
- Develop a strategic plan with the coordination of district and schools
- Apply for technology grants (federal, state, and others) and manage grants received
- Communicate with all stakeholders as needed regarding the development, implementation, and impact of the plan
- Coordinate technology planning and manage deployments
- Work with STCs, STLP sponsors, District Technology Committee
- Manage technology support staff
- Preview and evaluate hardware and software
- Work with technology staff to manage technology in projects and manage technology projects
- Coordinate state mandated technology initiatives – infrastructure, communications, purchasing, reporting, licensing, deadlines, etc – in accordance with the State Master Technology Plan
- Preview and evaluate hardware and software
- Assure adherence to software licensing and hardware maintenance agreements
- Coordinate technology purchasing and manage the technology budget and purchasing
- Update the Acceptable Use Policy as needed
- Work with technology staff to manage imports and exports with the many instructional databases
- Assist technology staff with troubleshooting
- Supervise the development and maintenance of the district websites
- Manage technology staff training to keep staff skills current
- Responsible for Infinite Campus, CIITS and other instructional databases
- Other duties as assigned

Knowledge Set

- An understanding of teaching pedagogy, curriculum, instruction, and assessment as it relates to the 21st century learner.
- An understanding and knowledge of 21st century skills as they relate to technology
- Ability to coordinate and manage large-scale projects and deployments
- Technical knowledge

- Software specialist
- Willingness and ability to learn new things in a variety of ways
- Ability to read and understand technical documents
- Deep understanding of vision, standards, curriculum, instruction and assessment
- Ability to lead, manage, and prioritize
- Ability to plan, develop, and deliver professional development
- Ability to do data conversion (export, modify/convert, import)
- Ability to research, review and evaluate software, hardware, and web solutions
- Good written and oral communication skills
- Organized and thorough with attention to details and big picture

Disposition and personal characteristics

- Level headed
- Works well with people
- Intelligent
- Acts with integrity
- Problem solver
- Critical and creative thinker
- Leads over manages
- Organized, detail oriented
- Proactive over reactive