

Chief Information Officer

JOB DESCRIPTION

POSITION TITLE MINIMUM

Chief Information Officer

Key Capabilities, Competencies and Qualifications:

QUALIFICATIONS

- Graduate Degree; preferably with a focus in Information Technology
- Knowledge of pre-K-12 technology, educational programs and administration
- Ability to lead technology planning efforts including activities to develop, implement and evaluate both administrative and curricular needs
- Ability to communicate effectively with the educational community
- Ability to assist users and train staff with software and hardware direction; guidance and vision setting
- Ability to manage financial resources and contracts with vendor partners
- Knowledge of educational data and analytical tools

Strategic leadership and project management:

- Ability to develop, plan, and implement short- and long-range goals
- Knowledge of project management principles, best practices, techniques, and tools, establish priorities and organize resources
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions
- Ability to develop overall departmental as well as project budgets and projections throughout an implementation process/cycle
- Ability to communicate orally and in writing in a credible and confident manner at all levels in the organization, especially on technical issues to an education audience
- Ability to provide inspirational leadership, and effectively resolve process blocks and conflicts

Industry / technical knowledge:

- Ability to understand and anticipate key technology and business issues surrounding implementation of a comprehensive information technology organization
- Technology issues involving:
 - o Legacy information systems: SASI, SIS
 - o Computing infrastructure needs
 - o Business / process / policy issues

REPORTS TO JOB RESPONSIBILITY AND AUTHORITY

· Formulate policy; develop and implement new strategies and procedures
Superintendent of schools

The Chief Information Officer will be responsible for the development and dissemination of information critical to the mission of the SO/Maplewood School District. The CIO will oversee and direct the technical systems for the district and be responsible for the development and maintenance of key technological infrastructures.

The CIO will also coordinate and guide the districts administrators in the use of district performance data to enhance student achievement and inform instructional planning and decision-making. The responsibility for the development and dissemination of data required for sound informed decision-making will reside with the CIO.

JOB GOAL(S)

The Chief Information Officer is concerned with the development, implementation, operation, monitoring and evaluation of curricular and administrative technology. The CIO plans, manages all technology services and coordinates information systems to the school district. Working cooperatively with district staff, the Chief Information Officer shall:

PRIMARY RESPONSIBILITIES

- 1.** Be responsible for the implementation of IT initiatives against district goals and for all information technology and computer systems that support the school district's goals including digital communications such as email, the district's website, telephone system, etc.
- 2.** Evaluate and assess the use and availability of administrative and instructional technology.
- 3.** Provide leadership for short and long range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluating, and budgeting.
- 4.** Coordinate staff development activities to meet established instructional technology integration needs.
- 5.** Work with instructional leaders to integrate technology in the ongoing instructional programs for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- 6.** Oversee IT Infrastructure, networking, hardware and software support, including network administration and security, as well as maintain a system wide inventory of technology assets.
- 7.** Direct and oversee all state testing operations and ensures security of all state testing programs.
- 8.** Prepare district and school level report analyses for all state tests.
- 9.** Coordinate the development and implementation of locally determined assessments.
- 10.** Provide professional development in areas of assessment to administrative and instructional staff.
- 11.** Perform such other duties assigned by the Superintendent.

TERMS OF EMPLOYMENT 12 Months, 1.0 FTE, Full Benefits

Salary and benefits to be determined by the Board