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|  | **JOB TITLE** | CHIEF INFORMATION OFFICER |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL II |
| **CONTRACTED DAYS AND/OR HOURS** | 240 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7501 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree from an accredited institution, including emphasis in computer science, information technology, business management, or a closely related field. |
| Four years of responsible information services and technology management experience, including one year in an educational organization management or supervisory capacity preferred. |

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| **POSITION SUMMARY** |
| Plan, organize, manage and direct the information services activities and functions; formulate programs and policies concerning information service and technology planning, development, and operations; supervise, review and evaluate the performance of information service personnel; advise, counsel, and direct the development of information services and technology applications to meet user requirements. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Plan, schedule, audit, supervise and participate in the preparation, implementation and maintenance of the District information and technology service master plan. |
| Assist in the information and technology service budget planning and expenditure control process. |
| Plan, organize, develop, and present management reports concerning information services and technology development projects, resource utilization, and operational performance. |
| Review, analyze, and evaluate information and technology service, and determine the impact on the near and long planning process. |
| Perform and direct studies and research functions pertaining to long range equipment and staffing needs in the development and implementation of a Wide Area Network. |
| Train, supervise and evaluate the performance of information and technology service personnel, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations. |
| Develop or assist in the development of improved information and technology service management systems and procedures. |
| Provide, coordinate, and direct the in-service and training of user personnel in information and technology service operational programs. |
| Monitor and audit the information and technology services management functions to ensure compliance with established operational procedures and guidelines. |
| Perform technical and specialized system analysis and programming management functions. |
| Participate on advisory and planning committees and groups pertaining to information and technology services. |
| Maintain regular attendance. |
| Perform other duties as assigned by the Superintendent and/or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Principles, methods, practices and trends concerning information and technology service systems and equipment. |
| Legal mandates, policies and regulations pertaining to information and technology services. |
| Contemporary information and technology service hardware and software systems and equipment. |
| Understand and carry out oral and written directions with minimal accountability controls. |
| Establish and maintain cooperative working relationships. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires the ability to lift, carry, push or pull between 20 and 40 pounds frequently.. |
| Requires bending, squatting, crawling, climbing, and, reaching. |
| Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. |
| Requires the ability to communicate effectively using speech, vision and hearing. |