

NELSON COUNTY SCHOOLS
Job Description

TITLE: CHIEF INFORMATION OFFICER

QUALIFICATIONS: Bachelor's degree with prior experience in overseeing the operations of a technology department. Prior experience managing employees. Previous experience within a school district is preferred.

REPORTS TO: Superintendent

JOB GOALS: To serve in a district level capacity with three focal skill areas: Leadership, Technical, and Instructional. To work with the Digital Learning Coach to research, develop, implement, and maintain an Education Technology Plan that uses the technological capabilities of the district for the delivery and improvement of instruction and management. The CIO will provide oversight of all the District's technology hardware and software applications to insure all components of the District Improvement Plan are met in regards to technology education and technology integration.

PERFORMANCE RESPONSIBILITIES:

Identifies needs of the school system in the area of technology.

Develops, implements, and maintains the technology plan for the district.

Works closely with the Digital Learning Coach to ensure classroom technology meets the needs of classroom leaders.

Works with staff to develop and procure technology hardware and software to meet instructional objectives and goals.

Assist the Digital Learning Coach with efforts in Digital Citizenship, appropriate uses of technology, and Responsible Use Policies.

Provides assistance to principals and teachers to develop and implement School Technology Plans.

Strategically develop and oversee the District Technology Budget (Including all funding sources; General Fund, KETS, Grants).

Oversee all technology purchasing in the district to ensure KAR and procurement laws are met.

Oversee the federal Erate program for the district.

Evaluates on an annual basis the overall technology program of the district and makes resultant recommendations regarding the program to the Superintendent and the Board of Education.

Inform the school board of district best practices for data security.

Maintains a cooperative collaborative relationship and open communication to those holding similar positions in other districts. Be a resource and provide connections to the state Department of Education for teachers and other classroom professionals.

Attends monthly Region 5 District Technology Coordinator meetings.

Participate in Facilities Planning in regards to new construction or renovation.

Reviews new software before and after purchase and communicate evaluations to the instructional leaders of the district.

Oversees the maintenance of an inventory (State Technology Readiness Survey) of hardware and software in the district.

Facilitates the assistance to staff members when hardware and software problems occur.

Oversees the implementation of an organized system of repair and maintenance in a district technical Help Desk that can accurately report data.

Oversees staff to ensure priority levels and response times for all technical requests in the district are appropriate.

Oversees the distribution of technology hardware and software in the district and schools.

Provides for ongoing communication to principals and School Technology Coordinators.

Demonstrates regular attendance and punctuality.

Adheres to the appropriate code of ethics.

Performs other duties consistent with the position as may be requested by the Superintendent.