

CHIEF INFORMATION AND ANALYTICS OFFICER

TITLE:	Chief Information and Analytics Officer
REPORTS TO:	Superintendent's Designee
SUPERVISES:	Assigned Staff
JOB FUNCTION:	Provides leadership, general oversight, and direct supervision and direction to the management of the district's technology, enterprise resource planning, data, and research, for the benefit of schools and employees. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics

MEASURES OF SUCCESS:

- Federal, state, and local regulations and guidelines regarding technology are followed as indicated on annual reports.
- Streamline district technology system to ensure efficiency
- Increase the capacity of district and school leaders to monitor and make data-based decisions that improve systems of support and increase student achievement.

DUTIES AND RESPONSIBILITIES:

- Supervise the information and analytics department, overseeing staff responsible for Technology, Enterprise Resource Planning, and Data and Research.
- Provide leadership in relations between information, systems, and between schools and departments, establishing and maintaining effective communication and working closely with various groups.
- Oversees the coordination of the management and implementation of new modules related to the District Administrative System (DAS) as mandated by the Kentucky Department of Education, and as needed by the district.
- Oversees development of databases that will be used to research and evaluate district goals and programs.
- Oversees the planning and development of the district's evaluation of

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various programs and initiatives, to obtain information on the achievement of system-wide and individual school goals and objectives.

- Cooperates as a consultant and advisor to the central office administrative staff and supervisory personnel.
- Ensures adherence to all applicable board policies, school policies, rules, and safety regulations.
- Oversees, directs, and assists in preparing reports required by the school district
- Keep the Superintendent informed of potential problems or issues, as appropriate.
- Oversees, develops, maintains and coordinates procedures to ensure secure, reliable and well-supported technology systems and services.
- Oversees the required federal and state reports regarding technology.
- Oversees the identifying, planning and establishing of goals and objectives related to technology and information programs; monitor and revise the District's Technology Plan.
- Coordinates the collection and analysis of critical information data systems including student achievement data, human resources/labor relations data, operational data, and fiscal data, to ensure the accuracy and integrity of information utilized for State and Federal funding and to make District academic decisions.
- Oversees the preparation and administration of the department's budget and work plan.
- Assists with preparation for Open Records Requests.
- Informs and advises the Superintendent and district leaders on matters relating to the above duties and responsibilities and other elements of the job assignment.

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- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA in administration, educational, or related fields
- Kentucky Principal Certification
- At least five (5) years of successful field experience in technology or related fields
- Five (5) years prior administrative/supervisory experience

KNOWLEDGE AND ABILITIES:

- Broad experience working with various departments in the organization, such as instruction, principals, operational departments, technology, financial services, budget/staffing and legal
- Ability to understand and assess technology systems and applications from both a technical and business function perspective
- Demonstrated ability to supervise employees
- Excellent communication and mediation skills

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LICENSES AND OTHER REQUIREMENTS:

- KY Superintendent Certification (preferred)
- Valid Kentucky Teaching Certification
- Valid Kentucky Certification as Principal

*Original Date: January 2023
Administrative
Additive Level 16*