



Columbia County School District Job Description

Position Title: Chief Technology Officer		
Department: Technology	Evaluation Instrument: Performance will be evaluated annually by the Superintendent of Schools in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade E	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days, 8 Hours Per Day		
Reports to: Superintendent of Schools		
Supervises: Administrative Server Specialist, Network Analyst, Computer Security Account Specialist, Lead Technology Support Specialist, System Analyst, Secretary to Chief, Curriculum Software Specialist, Technology Support Specialist, Student Information System Support, Student Information Specialist, Student Information Data Specialist.		

MINIMUM QUALIFICATIONS

Education: Master’s degree or equivalent combination of education and experience

Essential Knowledge/Skills: Knowledge of PC hardware/software, networking technologies, telecommunications, audio/visual equipment, instructional and administrative software. Ability to plan, schedule, budget, and coordinate the implementation of instructional and administrative technologies. Ability to plan and supervise the work of others. In-depth understanding of multiple Windows operating systems (both Server and Workstation) and IIS, SUN Solaris, and Oracle/SQL. Thorough knowledge of LAN/WAN internetworking technology, including hands-on experience with application protocols. Thorough knowledge of internetworking including subnetting and supernetting the TCP/IP Protocol; a general understanding of other internetworking protocols; routers, switches, VPNs, and firewalls. An expert knowledge of information security practices and technology in a K-12 environment is preferred. Strong leadership and communication skills; ability to establish and maintain positive interpersonal relationships; ability to work collaboratively and build consensus among diverse stakeholders; ability to set priorities, assign resources and deliver projects on time and within budget.

Experience: Minimum of seven years of related work experience, including supervisory or managerial responsibilities. Significant technology experience as a network manager and with the planning, implementing and coordinating of computer networks. Proven experience developing network and security policies, procedures, and standards, and networking in a routed environment. In-depth experience with Intrusion Detection Systems (IDS); Security Access Authorizations; Firewalls, Security Audits, and Network Penetration Testing; authorization issues; single sign-on strategies in an Active Directory environment; risk analysis and assessments; LDAP and AD directories; network OSI layer models; and other security related technologies. Progressive applicable experience for information technology (IT) management and oversight of IT applications which include: responsibility for successfully delivering IT services in an effective customer service framework, evaluating program efficiencies, and implementing continuous progress improvements.

GOAL

This position provides direction, coordination, and supervision of educational, administrative, and informational technology for the school system. Primary responsibilities include: to oversee the streamlined operation of the technology department and to ensure it aligns with the business objectives of the school system; to develop and manage application portfolios for each department and to attain all IT service level agreements for the user community within the organization; to plan, coordinate, direct, and design all operational activities of the department; to provide direction and support for IT solutions that enhance mission-critical business operations; to work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the school system: to provide strategic direction, planning, oversight, delivery, and accountability for information technology activities for the Columbia County School System; and to perform special management assignments and related work.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Plans, organizes, staffs, directs and controls department IT functions, programs and operations that include the following: Customer Service, Information Strategic Plan (ISP) implementation, Enterprise Architecture Planning and Implementation, Network Administration, Operations, including Help Desk, System Design and Technical Specification, Project Management, Procurement, Security, Policy, Standards and Guidelines, Research and Development, and Systems Quality Assurance/Quality Control.
- Works with system leadership to prioritize and implement the Information Strategic Plan.
- Develops, recommends, and oversees the budget for all system IT programs.
- Coordinates and participates in technology grant.
- Coordinates and approves the purchases of technology equipment for the school district.
- Develops short and long-range plans for the implementation of instructional and administrative technology.
- Develops system IT goals and establishes quantitative and qualitative performance measures to ensure that goals are met.
- Coordinates the planning and development of the system technology plan.
- Evaluates technical trends and provides consultation to executive management to effectively meet long-term information needs of the system including: Planning long-term hardware and software acquisitions; identifying systems obsolescence; and overseeing the planning process to match workload requirements of equipment and personnel to available resources.
- Defines and delegates authority to subordinate managers for individual program and section activities.
- Serves as department liaison on IT committees and work groups; participates in decisions impacting department structure, programs, policies and resource allocations; represents the department regarding information technology matters at public meetings.
- Serves as a liaison between the school system and the GDOE as required by state standards.
- Provides assurance to the Superintendent of Schools that technology committees are properly formed and in compliance with GDOE.
- Provides improved customer service and efficient, effective information sharing throughout the system.
- Utilizes a thorough understanding of the business systems of the department to enhance the accessibility of data collected and provide high-quality data while eliminating or preventing redundancies, project back-log, and system incompatibilities.
- Establishes IT infrastructure, policies, and standards that foster cooperation and interoperability between information systems of federal, state, and local jurisdictions and the school system.
- Supervises the coordination of the operation of and applications for personal computers, local area networks, wide area networks, instructional software, media automation systems, telecommunications, and multimedia.
- Develops and manages training programs for other employees relating to technology.
- Delivers high quality information technology projects on time and within budget.
- Monitors and evaluates the application and usage of technological equipment in schools and departments to ensure optimum utilization of available services.
- Constructs, plans, and implements systems for support and repair throughout the school system in reference to all technological equipment.
- Conducts periodic needs assessments of technology, software, and equipment in schools and departments.
- Performs related duties as assigned by the Superintendent.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 2015