

## SCHOOL BOARD OF ALAUCHA COUNTY, FLORIDA

### OFFICER, CHIEF -- TECHNOLOGY/INFORMATION

#### JOB DESCRIPTION

<b>JOB CODE:</b>	650040, 820040	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	01
<b>CONTRACT CODE:</b>	05	<b>SALARY SCHEDULE:</b>	Administrative

#### QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution with a major in computer science, business or related field;
- (2) Minimum of five (5) years progressively responsible administrative and supervisory experience in information/instructional and media technology.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to coordinate the development of the District's information systems, services and resources. Extensive knowledge of information/instructional and media technology processing requirements of schools and departments, with emphasis on the ability to exercise leadership within areas of responsibility. Advanced knowledge and skills and ability to effectively communicate and provide information both orally and in writing in all related areas in information/instructional and media technology. Ability to interpret and promote information/instructional and media technology materials. Knowledge of current trends and research in area of responsibility. Knowledge of budgeting, accounting and auditing policies and procedures. Ability to effectively manage a diverse and highly technical staff. Ability to establish and maintain an effective working relationship with district- and school-based administrators and staff, contracts, vendors, and state and local agencies.

#### REPORTS TO:

Superintendent, Assistant – Curriculum and Instructional Services

#### JOB GOAL

To provide effective leadership in the planning, development, implementation and coordination of the District's comprehensive information/instructional and media technology systems and programs.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Develop, administer, and monitor the District's information/instructional and media technology services and programs.
- \* (2) Plan, deploy, operate and maintain core information technology (IT) services, software and/or infrastructure.

## OFFICER, CHIEF – TECHNOLOGY/INFORMATION (Continued)

- \* (3) Develop goals and objectives and establish operational procedures relating to information technology services and support services, including repairs and upgrades.
- \* (4) Facilitate the development of a district-wide Instructional Technology Plan that will include priority, guidelines and criteria for purchasing and installing infrastructure, hardware and software.
- \* (5) Establish project priorities for the development, implementation and evolution of technical and information services.
- \* (6) Collaborate with administrators to identify, plan, and execute continuous improvement of mission critical services and systems.
- \* (7) Prepare, monitor and control the budgets for information/instructional and media systems and services.
- \* (8) Develop, monitor and participate in the District's textbook adoption processes and the purchasing of new books, media materials and equipment.
- \* (9) Represent the District at state level meetings concerning instructional library/media and educational technology.
- \* (10) Keep informed and disseminate information about current research, trends, best practices in areas of responsibility.
- \* (11) Serve as liaison with state and federal educational and government units to facilitate the compatibility of the District's information technology systems.
- \* (12) Implement appropriate federal and state laws, regulations, policies and procedures for information/instructional and media technology services.
- \* (13) Seek additional sources of District revenue by writing grants and providing technical assistance.
- \* (14) Work closely with District and administrators to support school improvement initiatives and processes.
- \* (15) Plan, promote, and organize training programs for personal at all levels in the instructional/information and media areas.
- \* (16) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (17) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (18) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (19) Be knowledgeable of and adhere to Board policies.
- \* (20) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (21) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and to elicit support and assistance.
- \* (22) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (23) Monitor district compliance with applicable codes, rules and statutes.
- \* (24) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.

## OFFICER, CHIEF – TECHNOLOGY/INFORMATION (Continued)

- \*(26) Assist in the preparation and administration of the District and divisional budget.
- \*(27) Participate in the development of policies and procedures.
- \*(28) Attend meetings and conferences to promote professional growth and benefit the District.
- \*(29) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(30) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \*(31) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \*(32) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(33) Respond to inquiries and concerns in a timely manner.
- \*(34) Model and maintain high ethical standards.
- \*(35) Plan, implement and evaluate staff development activities of assigned personnel.
- \*(36) Adhere to applicable safety standards.
- \*(37) Follow attendance, punctuality and proper dress rules.
- \*(38) Maintain confidentiality regarding school/workplace matters.
- \*(39) Serve on district, state or community councils or committees as assigned or appropriate.
- (40) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 11**

Adopted: 7/20/10

Revised: 9/12/18 (Superintendent)

Revised: 6/18/19