



# DUNCANVILLE ISD

*Writing success stories, one student at a time.*

<b>Job Title:</b>	<b>Chief Technology Officer</b>	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Superintendent of Schools	<b>Pay Grade:</b>	AP-9
<b>Dept. /School:</b>	Technology	<b>Date Revised:</b>	2/20/2017

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## **Primary Purpose:**

Responsible for administrative, professional, technical and support staff of the district's information systems, instructional technology, and technical support divisions. Direct and manage all of the district's information systems, instructional technology and technical support functions to support all of the district departments to further the district's mission. Provide overall leadership and direction in the development, innovation, deployment, and utilization of information and technology throughout the school district. Serves on Executive Leadership Team and participates in district-wide planning and governance.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree (degree in computer science, management information systems or related field preferred).

### **Special Knowledge/Skills:**

- Three years experience in the supervision and management of a technology related division/department
- Knowledge of principles of computer systems, applications, programming, and computer operations
- Knowledge of large-scale computer operations management
- Knowledge of network infrastructure topologies, protocols and equipment
- Knowledge of performance management tools in enterprise networking and application development environments
- Knowledge of use of quality tools for continuous improvements
- Ability to adapt to changes in technology and related fields.
- Strong organizational, communication, collaboration, public relations, and interpersonal skills

### **Experience:**

Advanced technical experience in an educational or public school environment.



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## Major Responsibilities and Duties

- Remains current with the latest trends in technology and collaboratively determines optimal applications in the educational environment
- Builds capacity of technology staff to meet the increasing demands for high quality services and support
- Works closely and collaboratively with all District's departments and campuses to research, analyze and implement best practices solutions to increase capacity, efficiency and effectiveness.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer and peripherals

**Posture:** Prolonged sitting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*This position will not meet the executive exemption test if the employee supervises fewer than two full time employees.*

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_