

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Chief Technology Officer

Job Description

January 2021

Reports to: Superintendent of Schools

Term: 226 Days

Status: Exempt

Primary Purpose:

Direct and manage the information systems and computer services for the District. Ensure efficient and effective access to information, applications, and related technology by all campuses and users.

Qualifications:

Education/Certification

Bachelor's degree

Major field of study preferred: Information Systems, Computer Science, or Related Field

Master's degree preferred

Experience

Three years experience in information systems management

Supervisory experience

Public school experience, preferred

Special Knowledge/Skills

Knowledge of computer networks, hardware, and software for business and educational applications

Knowledge of computer applications, development, and implementation

Knowledge of technology systems and operations, including voice, video, and data applications

Possess a strong technical background accompanied by a commitment to ongoing research

Skill in the delivery of services throughout the business and learning community

Ability to manage budget and personnel

Evidence of strong organizational, communication, and interpersonal skills

Visionary leadership skills necessary to design, implement, measure, and improve programs/services

Ability to self-start, multi-task, and facilitate problem resolution

Ability to interpret policy, procedures, and data

Major Responsibilities and Duties:

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this position and shall not be construed as a comprehensive listing of all functions and tasks performed by this position.

Vision and Leadership:

Works closely with all stakeholders to establish a vision for how technology will support the District's goals and objectives.

1. Facilitate the process of priority-setting and decision-making.

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2. Employ interpersonal skills while working closely with all constituents.
3. Adapts available technologies to new uses and enhance the education process by implementing emerging technologies.
4. Understands the big picture of school organization, business functions, curriculum, and the issues of greatest importance to teaching and learning.
5. Facilitate effective approaches to implementing the process of change.

Planning and Budgeting:

Work with the instructional, business, and technical teams to identify technology solutions that will assist in meeting the District's goals and objectives, while developing budgets that forecasts the total cost of implementing solutions.

1. Strategically lead the District from vision to effective delivery of services for all users.
2. Sets practical and realistic timelines and budgets for technology implementation and integration.
3. Communicate the impact of and need for technology throughout the District.
4. Evaluate the effectiveness of existing technology tools and make recommendations for improvement.

Fiduciary Functions:

Guide purchasing decisions, assists in determining the "return on investment" for all technology implementations, and foster good relationships with vendors and potential funding resources.

1. Handle the financial aspects of operating the Technology Services Department to include budget management and purchasing decisions.
2. Manage the District's resources and assign budgets wisely and equitably.
3. Keeps abreast of market rates for technology equipment and ensure the best return on investment.
4. Direct, manage, and negotiate with vendors and business partners to the extent permitted by law.

Fiduciary Functions: (continued)

5. Build partnerships and articulate the vision for the District's technology program.
6. Seeks alternative funding sources including, but not limited to, grants and E-Rate.
7. Ensure that all required reports are accurately compiled, maintained, and filed promptly.

Team Building:

Develop and support an environment of cross-functional teams for decision-making, technology support, professional development, and other aspects of the District's technology program.

1. Facilitate team building activities.
2. Employ strategies that develop trust between and among department members.
3. Employ strong communication skills, including effective listening, and a commitment to keeping all parties informed about technology and future implementation plans.

Personnel Management:

1. Align duties of departmental staff to effectively maintain the operation of the District's technology resources.

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2. Manage, direct, and assign priorities and personnel to on-going projects to ensure the attainment of District technology goals.
3. Provide opportunities for others to assume leadership roles.
4. Identify strengths and weaknesses of staff; employ appropriate training to improve the skills of department members.
5. Implement an effective process of recruiting, hiring, and evaluating departmental staff.

Professional Learning and Training:

Budget, plan, and coordinate ongoing, purposeful professional development for all staff using existing and new technologies.

1. Stay current of both technical and educational best practices, including technology applications that support high-caliber, rigorous student work.
2. Implement a successful professional development model that integrates technology into teaching, learning, and productivity.
3. Identify and respond to the technology-related professional growth needs of all staff members.
4. Plan and implement professional learning activities that help teachers meet instructional goals.

Communication Systems:

Direct and coordinate the use of e-mail, District websites, telephone/voicemail systems, television broadcasting, and other forms of communication to facilitate effective dialog within the community and other key stakeholders.

1. Maintain the technical aspects of the District's communication systems.
2. Assist with identifying converging technologies and new options for enhancing the District's communication systems.
3. Provide oversight to the District's website and provide the operational support necessary to keep the District and campus sites updated and operational.
4. Provide leadership to stakeholders in the utilization of communication resources.

Instructional Leadership:

1. Provide leadership and coordination in the implementation of distance learning.
2. Lead instructional technology integration initiatives.
3. Direct and ensure the use of technology as productivity tools.
4. Assist in the evaluation process of instructional technology and productivity tools and determine their effectiveness.
5. Coordinate the on-line testing requirements of the State assessment program.
6. Coordinate district Learning Management System and on-line resources.

Systems Management:

1. Provide direction regarding infrastructure decisions, performance standards, and networking plans.

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2. Develop technical specifications and District standards related to all aspects of the District's technology resources.
3. Coordinate the selection, purchasing, installation and maintenance of the District's technology resources while following State and Federal laws as well as local business procedures.
4. Recommend skilled experts to support the implementation and management of technology resources.
5. Maintain an inventory system of the District's technology resources and implement a replacement cycle for obsolete equipment.

Operations and Support:

1. Assess and respond to the needs and concerns of all technology users.
2. Develop procedures and protocols related to all aspects of the operations of the District's technology program.

Operations and Support: *(continued)*

3. Provide technology standards for all new construction and ensure the implementation of such standards.
4. Maintain all technology systems and operations, including security, voice, video, and data applications.
5. Support District-wide data bases and applications for all departments.

Ethics and Policies:

1. Adhere to laws and legal issues related to copyright, privacy, filtering, and other aspects of school technology use.
2. Provide oversight in the fair and ethical implementation and use of technology.
3. Follow District policy in the day-to-day operations of the technology services department.

Supervisory Responsibilities:

Supervise and evaluate the performance of departmental staff.

Working Conditions:

Frequent travel within the District; occasional travel outside of the District

Prolonged and irregular hours

Mental Demands/Physical Demands/Environmental Factors:

Frequent District-wide travel and occasional State-wide travel; occasional prolonged and irregular hours.

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.

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Approved by _____ Date _____

Reviewed by _____ Date _____