



JOB DESCRIPTION

TITLE: CHIEF INFORMATION OFFICER

QUALIFICATIONS:

- B.S. or M.S. Computer Science/Information Technology (Required)
- Progress toward or completion of degree in Educational Technology - M.S. Ed. (Preferred)
- At least 5 years' experience in an educational environment, including experience with the use of technology in instruction.
- Strong interpersonal and presentation skills.
- Proven managerial abilities.
- In-depth understanding of the exact physical configuration of both local area networks and wide area networks.
- In-depth knowledge of network security and virus/intrusion prevention measures.
- Alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

CERTIFICATIONS:

- Microsoft Certified IT Professional – MCITP: Server Administrator (MCITP) (Required) or MCITP: Enterprise Administrator (Preferred)
- Cisco Certified Network Associate (CCNA) (Required)
- CompTIA Security+, VMware Certified Professional (VCP), and Citrix Certified Administrator (CCA) (Preferred)
- 4-6 years' experience in a Microsoft Server/Exchange Server environment (Required)

JOB GOAL: To provide leadership for effective utilization of technology for administrative instructional purposes for District 75 and District 120.

REPORTS TO: Deputy Superintendent/Assistant Superintendent of Finance & Operations

SUPERVISES: Technology Support Specialists
Network Support Specialists
Student Information Specialist
District Webmaster

PERFORMANCE RESPONSIBILITIES:

Leadership

- Take a leadership role in developing and implementing the district's technology plan for instructional use of technology.
- Develop and chair decision-making structures for information and technology issues.
- Coordinate and supervise staff responsible for the installation and operations of technology.
- Disseminates technology related information throughout the district.
- Act as an active participant in local and regional educational conferences.
- Evaluate the district's information and technology plan for both short term and long term needs.
- Supervise the implementation of the instructional technology plan.
- Establish provisions for evaluation and periodic updating of technology plan.
- Work with principals, department heads, teachers, and others who will help implement the district technology plan.
- Develop a cadre of school level technology leaders who will help implement the technology plan.
- Meet with school level technology leaders and technology committees for each school building in order to assist in implementation of the district technology plan at a school level.

Staff Development

- Supervise the development, implementation, and evaluation of all technology training for faculty and staff.
- Identify and/or train resource people in every discipline who can provide leadership and support in instituting the district technology plan.
- Assist all certified and classified staff to become functionally computer-literate.
- Offer in district and out of district technology workshops.
- Responsible for keeping District current with the field of technology and information systems.
- Create, disseminate, archive, and ensure consistent application of the district's Internet Acceptable Use Policy for all district technology functions.
- Oversee documentation of all procedures in sufficient detail to enable technical support staff to perform essential duties in the absence of other technical staff.

Hardware/Software/Network

- Maintenance of network infrastructure, including Microsoft servers, switches, routers, and miscellaneous equipment and software.
- Plan, oversee and maintain access and security of network systems.
- Maintain content filtering of district internet access to ensure CIPA compliance.
- Develop and implement a plan for future technologies.
- Evaluate the needs for new hardware and software on a continuous basis.
- Supervise the acquisition and standardization of hardware and software.
- Review and supervise the implementation of new software releases.
- Review and supervise the implementation of future generations of hardware.
- Develop and implement a plan for the inventory, maintenance, and replacement of hardware.
 - Creates and maintains documentation on technology inventory.
 - Creates and maintains documentation of maintenance of inventory.

- Develop and implement a plan for the effective transfer of information (text, graphics, pictures, voice) among sites.
- Coordinate the development and submission of technology grant applications.
- Establish and maintain beneficial relationships with the vendors and contractors of the District's network hardware and software products.

Operations

- Supervise the management and effective utilization of the mainframe database, including functions related to student services, student assessment, personnel, payroll, business, and finance.
 - Enhance productivity of operations by full utilization of software package.
- Responsible for maintenance of all technology systems
 - Schedules and monitors projects.
- Responsible for project development and implementation.
 - Customizes programs to meet local needs.
 - Documents historical changes to use of software and hardware.
- Develop and supervise security and backup measures related to data throughout the schools.
- Supervise cost effective use of technology within budget allocations.
- Performs other tasks as assigned by the Deputy Superintendent and/or Assistant Superintendent of Finance and Operations.

PHYSICAL

REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 30 pounds.

TRAVEL

REQUIREMENTS: The individual will need to provide own transportation to district business, athletic events, and professional meetings as required.

TERMS OF

EMPLOYMENT: 12 months.

SALARY:

Regionally competitive comprehensive salary, benefits package, and pension. The final salary for the successful candidate will be negotiated and determined based upon proven experiences, qualifications and meeting the Board of Education's criteria.

**APPROVED BY
THE BOARD OF
EDUCATION:**

FLSA STATUS: Exempt

PERFORMANCE ISBE state approved Principal Evaluation Plan
EVALUATION: