

## Job Description



**Title:** Chief Technology Officer  
**Job Code:** 10104

**FLSA Status:** Exempt, Administrative  
**Class:** Administrative  
**Division:** Information and Technology  
**Salary Schedule:** Admin06 plus benefits  
**Bargaining Unit:** 03, HASA Administrators

**Board Approved Date:** April 12, 2016  
**Revised Date:** July 23, 2024

**POSITION SUMMARY:** Under the direction of the superintendent, reporting directly to the deputy superintendent, operations, the Chief Technology Officer plans, organizes, controls, and directs the operations, activities, and services of all the departments within the Technology Division. Coordinates and directs personnel, resources, communications, and information to meet district needs. Supervises and evaluates the performance of assigned personnel and serves as the liaison to the school board. The Chief Technology Officer will sit on the Superintendent's Cabinet, helping to drive initiatives across the organization.

### SPECIFIC DUTIES & RESPONSIBILITIES:

- Coordinates and leverages federal funding to support district initiatives.
- Directs information services strategic and tactical planning as well as database systems strategy.
- Explores new technologies for future planning and potential implementation.
- Oversees all assessment procedures and the evaluation of district programs and services.
- Coordinates the systematic maintenance of the district's five-year technology plan.
- Develops and implements an ongoing plan with the appropriate district offices to keep the public and district employees informed concerning government relations specific to technology infrastructure requirements.
- Participates in technology planning with local agency partners and school districts that will maximize infrastructure planning and development.
- Provides periodic reports to the Superintendent and chief of staff as directed.

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- Evaluates staff in accordance with district policies and procedures.
- Participates in Superintendent's Cabinet meetings to assist in formulation, implementation, and evaluation of appropriate policies and procedures concerning the school system.
- Generates creative solutions to district challenges.
- Prepares recommendations for school board meeting agendas and attends school board meetings.
- Leads and monitors division/department in progress toward attainment of divisional strategic goals and objectives.
- Interprets and applies local, state, and/or federal legislation, requirements, and standards to district programs and services.
- Represents the Superintendent at school, business, and community meetings during business hours and non-standard business hours. Attends local, regional, and state meetings as a representative of the Superintendent.
- Manages divisional budget with an emphasis on cost consciousness.
- Performs other duties as assigned.

*Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.*

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Achievement Focus: Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standards of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.

Business Ethics: Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.

Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

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Strategic Thinking: Develops strategies to achieve organizational goals. Understands organization's strengths and weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Visionary Leadership: Creates a clear, compelling vision. Communicates vision and gains commitment. Acts in accordance with vision. Displays passion and optimism. Mobilizes others to fulfill the vision.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A bachelor's degree or commensurate years of technological industry experience for the degree requirement. Degree in computer science or related technology field preferred.

Experience: 12 years of experience in developing and managing educational technology systems, including such things as infrastructure, public records, cyber-security, and networking, with three (3) years of related management or supervisory experience required. Experience in public school administration, public school district administration, or other large diverse organizations preferred.

Certificates/Licenses/Registrations: Florida Professional Educator Certificate in Educational Leadership, School Principal, or Administration/Supervision preferred.

Language Skills: Reads, analyzes, and interprets all kinds of documents. Responds to inquiries or complaints from employees, regulatory agencies, or community. Writes speeches and effectively presents to managers, the public, and school board.

Mathematical Skills: Applies advanced math concepts and math operations to such tasks as frequency distribution, determination of test reliability and validity, correlation techniques, and sampling theory.

Reasoning Ability: Defines problems, collects data, establishes facts, and draws valid conclusions. Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables.

Computer Skills: Advanced applications of relevant and current technology platforms.

**PHYSICAL DEMANDS:**

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing.

Lifting Demands: Up to 10 pounds.

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Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 3: moderate.

**OTHER REQUIREMENTS:** This position requires traveling to various school sites, work locations and/or community organizations throughout the district during day and evening hours. This position is considered “critical personnel” during any emergency situation and can be subject to being held over or called back to a district location at any and all times.

**SUPERVISORY EXPECTATIONS:** Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district’s policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**DISTRICT EXPECTATIONS:** All district employees must:

- Demonstrate regular and predictable attention to the work.
- Support the district’s vision, mission, goals, and Strategic Plan.
- Engage in civility, respect, and professionalism.
- Maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.