



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Chief Technology Officer
SCHOOL/DEPARTMENT	Information Technologies
SALARY	School Administrator VI
FLSA STATUS	Exempt
REPORTS TO	Superintendent
SUPERVISES	1 Network Manager, 1 Network Analyst, 2 Technician Tech II, 8 Technician Tech I, 1 Administrative Assistant
WORK WEEK SCHEDULE	Monday - Friday; Must be able to work evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Chief Technology Officer, under limited supervision, performs professional, supervisory and management work and is responsible for the overall leadership and supervision of the technology and library media programs for the school district. The CTO collaborates with the Chief Academic Officer to create a vision for instruction for the schools and works to implement that vision. Areas of supervision include the instructional technology and computer skills curriculum programs, major computerized business applications and the central mainframe computer facility, management of student information, networking and technical support, communication installations and the wide area network, distance learning, and computer repair. Additionally, the CTO is responsible for the development and implementation of a district-wide technology plan, providing staff development opportunities to meet the goals of the plan, selection, purchase, and distribution of all equipment, courseware, application software, networking and communications installations, and the development of associated standards, security, and backup/recovery. The CTO also provides leadership regarding the development, implementation, and evaluation of the library media program to promote student learning, including identifying and evaluating new and emerging trends in library media services.

Work involves providing resources, determining needs, setting direction, and implementing strategies to accomplish the goals of the department and the district. Work also involves performing general management functions of the department to include budget development and administration, organizational development, employee development/training, and other personnel related functions. The CTO is responsible for ensuring that the policies and procedures of the Board of Education are implemented effectively and must be able to communicate effectively with school officials, administrators, subordinate staff and vendors.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of education and administrative technologies
- Comprehensive knowledge of effective instructional programs and curriculum
- Effective leadership and management skills
- Effective planning skills
- Critical thinking and problem solving skills
- Excellent oral and written communication skills with the ability to present information to large and small audiences
- Ability to set direction and vision both at a division and system-wide level
- Ability to provide effective leadership for a diverse staff through creation and fostering of a team-based solutions-focused environment
- Ability to establish and maintain effective working relationship with board members, senior level leadership, school administrators, teachers, support staff, and other community groups

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in Business or Technology
- Demonstrated professional experience in a technology leadership role or related field
- Experience with Web Page design and implementation
- Extensive experience with instructional technology and media planning, coordination and supervision
- Experience with Microsoft Server, Wide-Area Networks, Local-Area Networks, Windows XP, 7, 8, and 10, and IOS and Android operations systems
- Experience with E-Rate administration
- Any equivalent combination of training and experience that provides the required skills, knowledge, and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Hold or be eligible to hold N.C. Certification as Instructional Technology Specialist or as a Media Supervisor
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited college or university in technology, education administration, or related field
- Four years of experience in K-12 education
- Certified Education Chief Technology Officer (CE-CTO)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Curriculum and Instruction
 - Enhance student learning through the mastery of computer use at all grade levels
 - Integrate technology into the NCSCOS
 - Utilize media resources throughout the curriculum
 - Oversee staff development related to digital programs and distance learning
 - Evaluate activities in the assigned areas and recommend appropriate improvements
 - Direct and deliver computer services and operations for the administration and instructional areas of the school and provides leadership for on-line delivery of academic programs
 - Assist with decision making at the school and district level by providing accurate, timely information and recommending ways to expand services and increase productivity
 - Assist with the decision making of digital content
 - Purchase textbooks and digital content for the school district
2. Staff Development and Training
 - Train and develop all school staff regarding the effective use of various instructional technologies that support teaching and learning
 - Develop, implement, and train staff
 - Evaluate software to enhance the academic goals of the school district
3. Collaboration
 - Work collaboratively with parents, business/industry, higher education, and other community groups to support and advance the use of technology
 - Supervise a diverse staff to ensure effective technology operates throughout the school system and to ensure the development and implementation of a district wide strategic plan
 - Provide advanced expertise in needs assessment for computer services, communication and voice services, technical services, and instructional services with administrators, technical personnel and external contacts with other educational institutions, business and industry
 - Coordinate with other departments regarding the collection, transfer, storage and disposition of original records in accordance with existing legal requirements and procedures
 - Collaborate with the district Safety Officer to ensure the security of schools
 - Work closely with Testing and Accountability to ensure integrity and security of testing processes
4. Financial Management
 - Oversee all federal, state and local funds that support technology and demonstrates good exemplary financial stewardship
 - Determine long-range technology needs and develop overall strategy for system

development, software/hardware acquisition, and integration of computing applications evidenced by the school district's Technology Plan

- Oversee and maintain copier print services throughout the district
- Participate in the overall business planning, bringing current and future knowledge of technology and systems and applying appropriate strategies to achieve the school system's goals
- Assume responsibility for highly technical bid development and review, recommendation, adaptation, and monitoring of all contracts and purchased products
- Ensure the integrity of the school system's data through security and access management
- Establish environmental and data files security procedures while ensuring compliance
- Maintain and continually update a comprehensive inventory of technology, computers, devices, software purchased for the school system

5. Perform other related duties as assigned by the Superintendent

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*