Job Title:	Chief Technology Officer/ Technology Director	Job Category:	Central Office Administrative
Department/Group:	Technology Department	Term of Contract:	12 months (240 days)
Location:	Central Office	Travel Required:	Yes
Level/Salary Range:	Central Office Department Heads	Position Type:	Full Time
Reports to:	Superintendent		

Job Description: Serve as the primary point of contact for all technology issues and is responsible for a technology program that ensures proper accountability for the following: technology funds; technology professional development; technology planning and reporting; coordination of technology across all program areas; a safe, secure, and fully operable network; technology procurement and inventory; technology support for data management; technology support for distance learning; and directing a program to ensure that all state standards involving technology for teachers, administrators, and students are met and that technology is integrated throughout the curriculum.

Responsibilities
* Supervises Network Systems Admin and/or Network IT Specialist, Technology Specialists, and other staff members designated by the Superintendent of Education and/or Board of Education.
* Develop effective communication systems with vendors, school technology coordinators, other district office personnel, and principals, and serve as the primary point of contact for technology and data issues.
* Assist the designated district and school instructional leaders in curriculum evaluation and the implementation of technology into the instructional program.
* Assist and/or supervise school and district-level personnel designated for the collection, maintenance and reporting of data.
* Work with other Central Office staff, school leaders, and teachers to integrate technology into the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
* Coordinate the preparation of the annual technology budget and any amendments as appropriate.
* Develop and/or approve and maintain a system to manage district technology contracts, purchase technology, and actively seek/procure funding for technology.
* Retain and maintain proper documentation of expenditures associated with technology grants including purchase orders, invoices, equipment inventories, etc.
* Supervise current documentation of individual school and district-wide inventory of technology assets.
* Maintain the district data governance policy and plan.

- ∗ Provide leadership for short- and long-range planning for all district and building-level technology and data initiatives: vision, goals, program objectives/ strategies/ activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
- ∗ Prepare/submit state and local technology and data reports, grants, lead preparation of school and district technology plans, and submit technology plans in a timely manner.
- ∗ Assist the school technology coordinators, Central Office staff, and school leaders with implementing the district and the building-level technology plans in accordance with the state of Alabama Technology Plan, and other state recommendations and guidelines.
- ∗ Plan, develop, and implement professional development activities to meet established instructional technology integration needs, computer skills curriculum, data-based decision making, and the Alabama Department of Education requirements.
- ∗ Establish the system's presence on the Internet.
- ∗ Support the database management of the district's student information system.
- ∗ Support the management of user accounts and devices.
- ∗ Serve as the point of contact for E-rate issues and prepare E-rate applications and reports.
- ∗ Coordinate and supervise technical support, network design and management, network security, and help-desk support for all schools and the Central Office.
- ∗ Facilitate planning and implementation of local and wide area networks.
- ∗ Coordinate the development of and enforce district policies and procedures governing technology and data issues and network security.
- ∗ Maintain an up-to-date system-wide acceptable use policy relating to technology.
- ∗ Maintain confidentiality in all Board of Education business.
- ∗ Be regular and punctual in attendance and promptly comply in carrying out the duties of the position.
- ∗ Be familiar with and follow Board of Education policies.
- ∗ Perform other reasonable related duties as assigned by Superintendent.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

- ∗ Minimum of five years' experience in the field of educational technology
- ∗ Supervisory experience preferred
- ∗ Experience in effectively managing multiple tasks/projects
- ∗ Experience in E-rate application process preferred

Qualifications/Education/Certifications
* Positive interpersonal skills with strong leadership skills and experience in training others.
* Good technical reading, writing, oral and written communication skills.
* Extensive knowledge of technology hardware and software as it pertains to school applications.
* Excellent computer skills with experience in coordinating and implementing educational programs utilizing technology.
* Possession of a valid driver's license and own vehicle with appropriate insurance; ability and willingness to travel within system on work assignments and to work additional hours during the week and/or weekend, if required.

Education: Must meet one of the following minimal standards
* Hold a bachelor's degree in education or computer science, technology, engineering or related field from an accredited 4-year college or university or administrator certification
* Such alternative or additional qualifications as the Board may find appropriate and acceptable.

Certifications: Chief Technology Officer Certification preferred

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Date Board Approved: