

## JOB DESCRIPTION FOR A CHIEF TECHNOLOGY OFFICER OR TECHNOLOGY DIRECTOR

### JOB GOALS

- Provide leadership in identifying, assessing and managing technology needs for the school system to the Superintendent and other stakeholders.
- Direct, coordinate, supervise, facilitate or perform all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of operations.
- Contribute to the infusion of educational technology into classrooms, libraries/media centers and district offices by providing highly motivating, full-time, professional leadership in all areas of technology planning and technology resource management.

### QUALIFICATIONS

- Minimum of a master's degree in a related field
- Demonstrated professional experience in a technology leadership role
- At least four years' experience in K-12 education preferred
- Demonstrated written and verbal communication skills, as well as speaking and presentation skills
- Certified Education Technology Leader (CETL) certification required or must be attained within one year of hire

### ESSENTIAL DUTIES

- Provide leadership in all aspects of technology for the school system.
- Coordinate development, refinement and execution of the district strategic plan, involving all stakeholders and governance committees.
- Collaborate with the Superintendent and Cabinet to make informed decisions.
- Collaborate with principals and school staff to make informed decisions.
- Lead district initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st century skills.
- Create and support cross-functional teams for needs assessment, decision-making, technology support, professional development and other aspects of the district technology program.
- Manage and direct staff in support of all technology applications to help the district meet goals of the strategic plan.
- Supervise or coordinate the skills development of all employees in the operation of technology. Build awareness among employees of available resources and the role of technology in the instructional process.
- Develop and coordinate a broad range of technology-based resources, maximizing the availability and use of these resources.

