

## **JOB DESCRIPTION**

**TITLE: CHIEF TECHNOLOGY OFFICER**

**PRIMARY FUNCTION:**

To assume responsibility for the development and coordination of all matters involved in the technology program of the school division. Basic responsibility lies in the research, recommendation, implementation, personal training, and evaluation areas of the technology program conducive to the attainment of the educational objectives of the school division.

**DESIRED QUALIFICATIONS:**

1. Must possess these knowledge, skills, and abilities or be able to explain and demonstrate that performance of the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without aid of mechanical devices, to safely perform the essential functions of the job.
  - A. Requisite skills to administer a management information system for an educational institution.
  - B. Requisite technical skills in systems analysis.
  - C. Requisite skills required for network administration.
  - D. Vision for a dedication to the role of administrative technologies within a school setting.
  - E. Demonstrated commitment to participatory management and a strong service orientation.
  - F. Strong interpersonal and communication skills and ability to establish and maintain cooperative and harmonious working relationships with a variety of constituencies.
  - G. A proven ability to make technical issues understandable and an ability to match technical opportunities to school goals.

**Page 2**

**Job Description**

**Chief Technology Officer**

- H. Preferred skills include experience in supervisory role, experience in education networked computing environment, experience in user services in higher education and experience beyond the minimum requirement.
- 2. Must possess the education, training and/or experience necessary to demonstrate the knowledge, skills and abilities required to perform the essential functions of the job. A bachelor's degree or master's degree in computer science, information technology or related field is preferred.
- 3. A minimum of two years experience in managing a network, with connection to the Internet.
- 4. A minimum of two years of experience in network administration and system analysis, with a requisite level of technical expertise.

**REPORTS TO:**

Superintendent

**PERFORMANCE RESPONSIBILITIES:**

- 1. Develop and recommend policies and regulations relating to the adoption of programs, purchase of equipment, and expenditure of monies within all technology areas of the school division for the review of the superintendent.
- 2. Oversee the ordering of both hardware and software, and other technology equipment within the confines of the annual operating budget, and coordinate the expenditure of professional growth monies restricted for technology training programs.

3. Work in harmony with other members of the administrative team, faculty, and various school constituencies to determine the technology needs of the school division including, but not limited to curriculum content, instructional support tools, administrative support tools, and library media equipment and supporting services.

**Page 3**

**Job Description**

**Chief Technology Officer**

4. Coordinate and/or provide user support and training for teachers, students, and members of the administration team throughout the school division.
5. Lead the annual review and maintain the updated written strategic technology plan for the school division.
6. Keep the administration informed about a specialty meritorious work in technology areas of individual instructional staff members and students.
7. Represent the faculty and administration to the school's constituencies, including the public community, in the articulation of the role of the technology program in the school division.
8. Ensure the proper installation and maintenance of computer hardware and software, and other technical systems, such as a satellite system, telephone system, and the like, in cooperation with the technical specialist(s) and other experts as contracted.
9. Perform other duties as prescribed by the superintendent.

**TERMS OF EMPLOYMENT:**

As per policy.

**EVALUATION:**

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

**Adopted: by the Bristol Virginia School Board on October 3, 2005.**

**Revised: by the Superintendent of Schools on November 30, 2020.**