



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Chief Technology Officer**
Job Family: **Administrative**
Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Exempt**
Pay Grade: **Schedule F-Grade B**
Job Code: **10221**
Days: **260**

SUMMARY: Provide dynamic, responsive, collaborative, and forward-thinking vision, leadership, and management of technology systems and services to support the mission and goals of the district given the emerging digital realities opportunities and threats. This includes the planning, development, implementation management, and maintenance of all applications, infrastructure, security, networks technology, training, and communications. Investigate, research, evaluate, and recommend creative and innovative uses of technology as a means of improving instruction, curriculum, academic support, and administrative delivery systems. Participate in the visioning and implementation of strategic initiatives through involvement with the Superintendent and Cabinet.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
Provide vision and direction for the design, analysis, implementation, and management of district telecommunications, data, and network systems. Work collaboratively with senior administrators to align long-range planning strategies with educational mission and vision and support the district's strategic plan. Develop, enhance, and facilitate communication with Superintendent's Cabinet and administrators to assist in proactive problem resolution and to ensure technology aligns and supports the district's strategic plan. Partner to support data analytics on a district-wide scale to support and inform district's strategic plan.
Provide leadership on all technology related projects for business operations, telecommunications, and student support and instruction. Evaluate technological changes, software needs, emerging technologies, and best practices in the digital space to recommend innovative and cost-effective integration of new technologies. Partner and collaborate with other District leaders in the procurement process, implementation, and communication plan, always ensuring compliance with applicable state requirements and District Policies.
Effectively manage the technology operating and capital budgets. Direct budget priorities and procedures, oversee, review, and approve technology purchases and expenses. Ensure that programs, equipment, and systems selected are cost effective. Understand and communicate the total present and future cost of changing or implementing technology solutions including long range planning. Manage and acquire funding opportunities that include, but are not limited to, E-Rate, grants, and partnerships with community organizations and businesses.
Direct the operation, activities, coordination, and supervision of staff in the department including the hiring, evaluating, supervising, developing, professional development and mentoring. Direct the work of directors and managers responsible for carrying out the daily functions of their areas.
Oversee the establishment of sound data management practices, ensuring data security, privacy, and protection of confidential information and providing for reliable and efficient collection, processing, and reporting of data for local decision making and state and federal reporting purposes. Ensure the exchange of data between external technology systems (government, vendors, and other service organizations) and the district's systems meet data and security privacy requirements. Oversee disaster recovery and back-up procedures and control structures, including identifying potential problems and developing effective solutions.



Description of Job Tasks
Facilitate effective communication and utilization of technology resources and lead by example with creative and proactive communication strategies. Facilitate communication between staff, management, vendors, and other technology resources within the organization while also managing relationships with vendors for sales, service, and support of all information systems and technology.
Direct and oversee a support plan that quickly and effectively resolves technical problems that may occur in the process of system implementation or operation to minimize adverse impacts on staff and students. Assure high availability of all systems, technology products, services and staff at the highest quality including a ensuring a highly responsive technology help desk service.
Actively support and implement the Board's Ends statements and Superintendent's Policies as a member of the Superintendent's Cabinet by working closely with school and central office administrators, attend Board of Education meetings and prepare reports as required.
Represent the District and its technology and telecommunication endeavors to outside organizations including state and national organizations. Maintain current knowledge of technology field by attending seminars and workshops; participate in community and statewide IT work groups.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Information Systems Management, Computer Science, or related field.
- Minimum of 5 years of administrative experience managing a large IT department with emphasis in areas of project management, business operations, and technology systems conversion management required.
- Experience with K-12 school district central office administration and IT management preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong leadership skills including facilitation, planning, problem solving, and mentoring.
- Excellent oral and written communication skills.
- Advanced budget development and fiscal management skills.
- Knowledge of/skills in integrating technology into classroom instruction.
- Knowledge of voice/data communication systems and networks, business applications, web design, e-commerce, Internet/intranet access, computer maintenance, data warehouse services, parent Internet data access, media/library systems, security and database management.
- Knowledge about laws and legal issues related to copyright, student privacy, filtering and other aspects of school technology use.
- Advanced knowledge of software application development, programming and operating systems.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to participate and work in a team environment.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and Access.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Superintendent	
Direct reports:	5 Direct Reports; 60+ in the Department	65

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	