

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Chief Information Officer

Calendar Work Days: 12 months/260 days

Supervisor: Superintendent

Supervises: Information Management Supervisor, Technology Services Supervisors, Systems Administrator, Network Administrator, Director of Data and Analytics, and all related IT staff.

Status: Exempt - Administration

POSITION SUMMARY

The Chief Information Officer provides strategic leadership for all technology operations, data systems, and digital infrastructure across the district. This role shapes how technology supports teaching, learning, and district operations—from network security and enterprise systems to data governance and analytics. The CIO leads a team responsible for maintaining reliable, secure systems while building the data infrastructure needed to inform decisions at every level of the organization.

MINIMUM QUALIFICATIONS:

1. Degree in Education, Computer Science or a Technology-related field.
2. Master's degree preferred
3. At least five years of management experience in education or related business. Experience in high-achieving school districts with complex data needs preferred
4. Deep knowledge of data systems, integrations, and analytics platforms
5. Proven experience managing enterprise applications (SIS, ERP, LMS)
6. Strong understanding of network infrastructure, cloud services, and cybersecurity
7. Demonstrated success leading technical teams and managing budgets over \$2M
8. Knowledge of data privacy laws and compliance requirements in education
9. Excellent communication skills with both technical and non-technical audiences

KEY COMPETENCIES

1. **Strategic thinking:** Ability to connect technology decisions to educational outcomes and organizational goals
2. **Data fluency:** Comfortable working with complex datasets, APIs, and analytics platforms; ability to translate data into actionable insights
3. **Problem-solving:** Diagnoses root causes quickly and develops practical, scalable solutions
4. **Collaboration:** Builds trust across departments and works effectively with educators, administrators, and board members
5. **Change management:** Leads technology initiatives with attention to training, communication, and user adoption
6. **Fiscal responsibility:** Makes cost-effective decisions that balance innovation with sustainability

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed represent the essential responsibilities of the position. Specific tasks may vary based on district and student needs, and not all listed duties may be performed each year. Employees are expected to carry out these responsibilities, with or without reasonable accommodation, and perform other related duties as assigned by their supervisor.

REQUIRED SKILLS:

1. Ability to read, comprehend, and use technical manuals pertaining to both operations software and systems software and hardware
2. Ability to effectively communicate knowledge of systems to a variety of users
3. Ability to solve problems creatively
4. Knowledge of WANs, LANs and other systems/network hardware and software
5. Knowledge of and ability to use project management techniques
6. Keeps current with changes in technology through various means: courses, seminars, trade show attendance, trade journals and through colleagues and associates in the industry
7. Ability to challenge and motivate staff to new and higher levels of performance to meet deadlines with desired results.
8. Ability to constantly assess systems, hardware and software needs and continuously offer suggestions for improvement.
9. Ability to measure quality of work being performed as well as the effectiveness and efficiency of the organization and make suggestions on short-term as well as long term staffing solutions.
10. Ability to use consultants and student help as required meeting deadlines.
11. Ability to convey project status through effective management reports.
12. Ability to envision the future needs of the organization by attending appropriate meetings at both buildings and at the district.
13. Ability to perform as a team member as well as a technical authority depending on the situation.
14. Ability to shift work force among buildings as the workload requires.

Strategic Leadership & Vision

1. Develop and execute a comprehensive technology strategy aligned with district goals and educational priorities
2. Lead digital transformation initiatives that improve operational efficiency and enhance student outcomes
3. Advise the superintendent and cabinet on technology investments, risks, and opportunities
4. Build partnerships with curriculum, instruction, and operations leaders to ensure technology serves teaching and learning

Technology Operations & Infrastructure

1. Oversee enterprise systems including student information systems, learning management platforms, communication tools, and business applications
2. Manage network infrastructure, servers, firewalls, cloud services, and disaster recovery systems
3. Lead cybersecurity efforts including threat assessment, incident response, and user training
4. Ensure reliable technology support for classrooms, administrative offices, and district facilities
5. Oversee device deployment and management for students and staff
6. Manage vendor relationships, RFP processes, Erate and contract negotiations
7. Develops, implements and follows through on long-range plans to improve operations
8. Responsible for the district wide inventory of all computers, technology-related equipment, peripherals and software in accordance with the School Code.

Manages Network Administration Services

1. Monitors and maintains communications network operations
2. Troubleshoots communications hardware, software and transmission problems.
3. Functions as network administrator and district decision-maker.
4. Installs and supports local and wide area network hardware and software.
5. Works with outside service vendors to deal with appropriate problems within contractual requirements and following Board policy.
6. Responsible for planning and implementation of the voice and data telecommunications networks and suggests, implements and follows through with changes.

Develops and Insures Success of All Recovery Services

1. Develops and executes all system and data backup and recovery procedures.
2. Develops and implements a district wide disaster recovery plan.
3. Conducts periodic tests of plans for disaster recovery and reports effectiveness to management.
4. Supports a User-Centered Model of Service Delivery
5. Keeps appropriate staff (supervisor, users, and colleagues) informed of technical problems.
6. Maintains a strong service orientation to user departments and maintains a system to inform customers of repair and service status.
7. Develops and maintains working relationships with external vendors.
8. Provides backup support to IT staff when needed.

Manages and Plans for Computer Security and Building Security

1. Develops, implements and follows through with a district wide security plan.
2. Analyzes system function to determine adequate security and controls.
3. Functions as security administrator for the district (IT and Building Security).

Develops and Manages Computer Supply Inventory

1. Ensures an adequate, economical inventory of computer supplies and materials through a properly maintained inventory control and replenishment system.
2. Maintains an inventory of computer equipment and a catalog of software in the district.
3. Final authority for all purchases of computer equipment, technology related equipment, peripherals, standard system software and supplies.

Conducts Appropriate Training and Supervision

1. Directs and supports technical staff to assure accuracy and efficiency in operations.
2. Ensures procedures exist to explain operating procedures to users of the network, assists them in submission and processing of their jobs and maintains a system log of problems and solutions.
3. Provides users with explicit information regarding the physical use of the equipment and disseminates this information on a district intranet of troubleshooting technical notes and guidelines.
4. Assist with user training on hardware and software applications.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with parents/guardians, community members, outside providers, students, and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Hinsdale Township District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. It shall be the policy District 86 to hire all staff without discrimination because of race, color, creed, religion, sex, sexual orientation, gender expression or identity, marital status, national origin or ancestry, age, disability, physical or mental handicap unrelated to ability, veteran, military status or an unfavorable discharge from service, or citizenship status provided the individual is authorized to work in the United States. District 86 is committed to a workplace free of unlawful discrimination, harassment or retaliation as mandated under Title VI, Title IX, Section 504, the Age Discrimination Act, the Boy Scouts Act, and the Americans with Disabilities Act.

NON-DISCRIMINATION COORDINATOR

Jodi Bryant
Assistant Superintendent of Human Resources
5500 South Grant Street
Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481