



## Community Unit School District 300 Job Description

Position Title: Chief Technology Officer	
Work Days: 261/260	Employee Group: Administration
Reports To: Superintendent	Date of preparation: March 2022

**Position definition:** Provide executive leadership and direction for the overall technology strategy to increase outcomes for all students, teachers and staff.

### Essential Duties and Responsibilities:

- Explicitly models, through communication and actions, the core values and beliefs in the district's goals and mission.
- Work closely with district administrators, teachers and other stakeholders to develop a shared vision for meaningful and effective use of technology and the steps needed to meet the district's strategic goals.
- Provide leadership and technical expertise to central office administrators, principals, teachers and staff in the planning and implementation of proven and promising methodologies, tools and programs.
- Working with the Director of Data, Assessment and Accountability, establish systems and tools for gathering, warehousing, mining, integrating and reporting data in meaningful and useable ways.
- Manage the development and implementation of a comprehensive on-going district wide professional development plan for the effective and efficient use of instructional and information technology.
- Establish clear norms, procedures and expectations for all stakeholder service interactions with Instructional and Informational Technology team members to maintain positive customer service.
- Assess and respond to the needs and concerns of district leadership by aligning the work of the Instructional and Informational Technology department with district's strategic goals.
- Develop, execute, evaluate, and report on the district's technology plan.
- Establish and chair/co-chair the district instructional technology committee, administrative technology committee and data governance committee.
- Design and distribute periodic communication utilizing a variety of collaborative tools for all staff members containing examples of effective technology use throughout the district.
- Maintains deep knowledge of instructional software and curricula.

- Conduct site and department evaluations to determine appropriate and effective technology implementation.
- Recruit, retain and supervise staff; build teams and systems to implement, sustain and continually improve the use of technology to support teaching and learning.
- Provide leadership in identifying, assessing and managing technology needs for the district.
- Contributes to the design of the strategic plan and lead execution of action items related to the department.
- Support transformational instructional design through strategic planning for hardware, software, IT, networking, and professional development supports. Ensure that technology and instruction environments are aligned to ensure the strongest teaching and learning environment including differentiated instruction, online assessment, Professional Learning Communities, and 21st century learning.
- Create and support cross-functional teams for needs assessments, decision-making, technology support, professional development and other aspects of the district technology program.
- Supervise the skills development of all employees in the operation of technology.
- Develop and coordinate a broad range of technology-based resources, maximizing the availability and use of these resources.
- Serves as principal advisor to the superintendent and COO on all technology initiatives and is a member of the Superintendent Executive Cabinet.
- Ensures the student and adult network and environment is secure.
- Develop and actualize a long term IT plan and budget.
- Recommend appropriate hardware, software, and other systems necessary for a rich learning environment and an effective and efficient technology staff.
- Supervise all functions of the district's data processing, including local, state, and federal reporting.
- Provide liaison with ISBE and other local/state/national resources and ensure compliance for all necessary reporting.

**Minimum Qualifications:**

- At least eight years of leadership experience in instructional and/or informational technology
- Must have PK-12 teaching or leadership experience in a mid-sized to large urban district and demonstrates a strong understanding of teaching and learning and how they can be enhanced using innovative instructional technology
- Certified Educational Technology Leader
- Demonstrated knowledge of administrative software, IT infrastructure, cybersecurity and data analytics and how to best apply to achieve strategic objectives.
- Bachelor's Degree in relevant field
- Advanced degree in an educational field
- School Administrator Certification

**Skill Sets and Proficiencies**

- Deep expertise and knowledge in instructional and informational technology
- Ability to apply principles of logic, critical, creative, or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to collaborate, lead, and problem solve with others.
- Strong communication skills – written and verbal.
- Commitment to high professional standards and ethics.
- Ability to conceptualize, launch and deliver multiple projects to meet needs on time and within budget.
- Skilled at identifying and evaluating new technological developments and gauging their appropriateness for the district.
- Strong collaboration skills