



Community Unit School District 308

Job Description – Chief Technology Officer

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is the Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield and Yorkville. The District is the 7th largest public school district in Illinois and serves more than 18,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

Job Title:

Chief Technology Officer

Department:

Technology

Reports to:

Chief Financial Officer or Designee

Prepared by:

Human Resources/Superintendent

Summary

Directs, plans, develops, and coordinates district technology to provide educational opportunities for students, teachers, and administrative staff by performing the following duties personally or through supervision of technology staff.

Core Competencies

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

- Ability to access, organize, and manipulate information using standard office applications, especially Google products.
- Strong written communication skills using word processing, email, and other modern tools.
- Comfortability in an online-oriented, highly connected work environment.

Essential Duties and Responsibilities

- Directs information technology budgeting, strategic and tactical planning, and database system strategy. Budgets and orders technology equipment district-wide.
- Oversees planning and implementation of all educational and business information systems, such as student database, transportation, library, maintenance, identification program, food service, financial, etc.
- Identifies user needs and directs the technology team to work across all levels of the organization.
- Directs, plans, and implements technology projects district-wide.
- Explores new technologies for future planning and potential implementation. Works with principals and supervisors to implement new technologies.
- Manages and provides assistance and professional development for technology staff.
- Assists teachers with the selection of software and hardware for integration into the curriculum.
- Assists administrative users with the selection of software and hardware for efficient use of technology in district functions.
- Coordinates components of the District's Strategic Plan at each building site and facilitates a continual revision of the District's technology platforms.
- Maintains and installs networks, servers, and workstations.
- Directs the integration of the district's databases.
- Coordinates technology needs and staff development with each building principal and media specialist.
- Trains and schedules trainers for the technology staff development calendar.

- Directs the creation of training and documentation materials for the district (including the grading program, voicemail, computer applications, logon instructions, web page materials, etc.).
- Provides technology support for the Board of Education, the district office, building offices, teachers, and students.
- Works with teachers to use technology as a tool in their classrooms and to find appropriate software for their grade/subject area.
- Provides assistance to the LRCs (including equipment, software, purchasing, and Internet research tools).
- Provides telecommunication support for data, voice, and video, including the district voicemail system.

Supervisory Responsibilities

Directly supervises technology department employees. This position carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Management experience in a technology department.
- Computer hardware, software, and networking systems experience in an educational environment preferred.
- Master's degree (M.A.) or equivalent; or four to ten years of related experience and/or training; or equivalent combination of education and experience.

Licenses/Endorsements

- Valid Illinois Driver's License.
- A+ certification preferred.
- NT, Exchange, Proxy certification preferred.
- Cisco certification preferred.
- Microsoft Application certification preferred.



- Google Certification