



THOMPSON SCHOOL DISTRICT
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL

Job Title: Chief Technology Officer - Innovative Technology Services (ITS)
Prepared Date: May 2022
Work Year: 260 Days
Department: Innovative Technology Services
Reports to: Superintendent of Schools
Salary: APT Salary Schedule B - Range 19

- The starting salary for Range 19 is \$124,888
- The final salary is determined based on relevant experience

Benefits include: Health, dental and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT: The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschooldistrict.org to learn more.

SUMMARY:

The Chief Technology Officer is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems. Both a big picture thinker and a hands-on implementer, the Chief Technology Officer engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

The Chief Technology Officer must be a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Member of Superintendent Cabinet
- Develop and implement a strategic vision for the use of technology in the district in both the academic and infrastructural systems.
- Support the carrying out of the District's strategic plan.
- Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.
- Provide current, cutting-edge Innovation to support decision-making on academic and administrative technology matters.
- Ensure that all educators have access to the appropriate tools for 21st century learning.
- Focus on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
- Eliminate the status quo in order to implement new technology applications, best practices and supports.
- Evaluate the performance of technology department employees and oversee training and support to enhance contributions.



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- Facilitate and support stakeholder involvement in advisory committees that focus on technology within the district.
- Provide leadership in the purchase and acquisition of new technology and equipment. Consults with appropriate stakeholders to coordinate, evaluate and recommend and purchase new technology and equipment.
- Prepare, monitor and supervise the department budget and all budgetary requests, grants, and donations as related to technology in the district.
- Professionally represent the schools and the District in interactions with parents, community, staff, and students and resolve conflict in a professional manner.
- Develop and implement a strong staffing strategy for the Technology Department to include recruiting, developing and motivating staff.
- Conduct and attend meetings and present information and reports to various groups.
- Direct the day-to-day operations and work processes of the District's ITS Department, including network and infrastructure, telecommunications, applications, help desk and desktop support, data infrastructure, project management and related areas.
- Perform other duties as assigned.

JOB QUALIFICATIONS

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.

KNOWLEDGE, SKILLS, and ABILITY:

- Knowledge of best practices with Innovation technology management including selection of operating systems, server management strategies, broadband services, internet filtering for schools, Ergate regulations, Innovation security and help desk management.
- Good communication and analytical skills.
- Visionary Leadership Skills.
- Deep understanding of technological trends and their relationship to the educational process.
- Excellent problem solving abilities.
- Effectively communicate work and communication across all user levels within the District.
- Strong written, verbal and presentation abilities.
- Ability to influence and positively impact a team

EDUCATION AND TRAINING:

- Bachelor's degree in a Computer Science or Innovation Technology field.
- Master's degree in related field preferred.

EXPERIENCE:

Three or more years of experience in Innovation Technology Services management.

- Network Management
- Educational Technology
- Colorado education law as related to technology in schools.



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SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises the following positions: engineers, technicians, and technologists. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position is responsible for the hiring process. This position is responsible for employee evaluations. In addition, this position is responsible for both budget development and accountability.

DECISION MAKING:

An example of a typical decision made by an individual in this position is providing an analysis of network performance and approving an upgrade. Another example is developing and presenting a computer replacement cycle and advocating for funding before the Board of Education. An incorrect decision made by this position could impact state assessment participation for the students, interfere with college applications and disrupt instructional activities.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands 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 DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to lift up to 25 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.

Employment is contingent upon successful completion of the post-offer screening process, including a background check and completing interview questions on Spark Hire.