International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Chief Technology Officer

Exemption Status/Test: Exempt

Reports to: Superintendent

Date Revised: 1/9/2020

Dept./School: Information Technology

Position Summary:

The Chief Technology Officer will provide technology vision and leadership for developing and implementing information technology (IT) initiatives that are cost effective but exceed education and quality standards in a constantly changing technology landscape.

The proper candidate should be an independent decision maker who possesses strong leadership skills and demonstrates the ability to lead a diverse group of staff and resources.

Primary Purpose:

Responsible for the overall management of the Information Technology Department and strategic planning of technology systems districtwide. Provide expertise and direction in the development, deployment, and use of information technology in the district. Work with administrators and district representatives to assess technology needs, design corresponding applications, and implement technology plans for instruction, management, business and telecommunications.

Qualifications:

Education/Certification:
Bachelor's degree in Computer Science, Business Administration, Management Information Systems, Information, Technology, or another related field.
Master's degree preferred
Certified Education Technology Leader (CETL) certification preferred

Special Knowledge/Skills:
Comprehensive understanding of data center technologies, data management, and integration of applications across the organization.
Broad knowledge of current and emerging technologies, technology directions and strategic application to District needs.
Exceptional program and project management skills, including the ability to effectively manage multiple technology initiatives.
Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills.
Demonstrated ability in providing a customer focus and the establishment and management of service level agreements in a complex environment involving multiple platforms, applications, communication systems and vendors

Experience developing and maintaining IT policies, procedures, standards and guidelines.

Experience:

5 years of experience in supervision and management of an information systems department for a large organization required.
Advanced technical experience in an educational or public-school environment preferred.
Skyward experience preferred.

Major Responsibilities and Duties:

Technology and Information Management

1. Analyze complex business needs presented by schools and administrative departments and develop and implement technical solutions. Explain technology solutions to senior management through presentation and advocacy.

2. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.

3. Develop and implement district standards and specifications for hardware and software use, and computer networking.

4. Devise, develop, implement, and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to ensure integrity of information, security of databases, and internal network access control.

5. Oversee support between the education service center and district staff, including programming, application support, and end-user support.

6. Collaborates in the development and articulation of common vision of continuous improvement in productive use of technology.

7. Assists in analyzing facility and equipment needs for optimum teaching, learning, and work efficiency.

8. Collaborates with district staff and/or third-party vendors in identifying technology needs regarding construction and facility bond projects.

9. Directs risk evaluation and compliance management process for all technology assets and resources.

10. Monitors budget expenditures for all technology departments.

11. Coordinates writing of bid specifications and evaluations of bids for business and instructional hardware/software.

Policy, Reports, and Law

12. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.

13. Compile, maintain, and file all reports, records, and other documents as required.

14. Participate in the research of and application for technology-related grants or revenue sources.

15. Follow district safety protocols and emergency procedures.

Budget and Inventory

16. Develop and administer the information technology budget based on documented needs and ensure that operations are cost-effective, and funds are managed wisely.

17. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.

Personnel Management

18. Prepare, review, and revise technology department job descriptions.

19. Select, train, supervise, and evaluate staff, and make recommendations relative to assignment, retention, discipline, and dismissal.

Other

20. Any and all other duties as assigned by immediate supervisor.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of information technology department employees. *

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____