AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: CHIEF TECHNOLOGY OFFICER

Pay Grade: AP16  FLSA Status: Exempt
Job Code: Revised: 11/30/2020

To Apply for this position, please complete an application at:
https://www.austinisd.org/tad/careers

MINIMUM QUALIFICATIONS:

A Master's Degree in IT (Computer Science, Engineering, IT Management), education or related field preferred.

Experience:
1. Minimum of 5 years of in-depth management of medium to large scale data centers, networking departments, technology teams and/or information systems is required.
2. Experience in an educational environment and/or public school system is highly preferred.
3. In-depth experience in management of information systems/technology.
4. Demonstrated ability to interpret technology and education trends as a foundation for technology and product roadmaps.
5. Experience deploying and or integrating production platform systems with database management tools.

SKILL REQUIREMENTS:

The position requires skills to perform multiple, highly complex, technical and non-technical tasks with a need to constantly upgrade skills in order to meet changing job conditions. Careful analysis and mitigation of risks is necessary.

Requires knowledge of current technology including ERP, student systems, network infrastructure, voice/data, security systems, desktop, mobile hardware and software. Experience and familiarity with practices and common security management structures. Strong leadership and group facilitation skills. Excellent interpersonal oral and written communication, decision making, problem solving and leadership skills. Ability to envision opportunities for effective application of emerging technologies. Advanced knowledge of software application development, programming, operating and integrating systems. Knowledge of technology in the teaching/learning environment and/or experience and ability to lead in the development of educational technology in an educational organization preferred.

This position also requires supervision of multiple personnel to include director levels and above along with other professional and classified staff. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

Additional skills include:
1. Knowledge of principles and theories of computer science, computer systems, applications programming and development, information systems security, and computer network and processing operations.
2. Knowledge of comprehensive, state-of-the-art technology components and technology integration in teaching/learning curriculum framework.
3. Understanding of and background in networking and wireless coupled with knowledge of the type of applications that run over these networks.
4. Extensive experience supervising staff and projects of a large scale.
5. Experience working with vendors, negotiating contracts, and extracting high quality service.
6. Extensive and progressive skills in planning and implementing technology in both business and instructional environments.
7. Knowledge of principles and theories of computer science, computer systems, applications programming and development, information systems security, disaster recovery, and computer network and processing operations.
8. Knowledge of comprehensive, state-of-the-art technology components and technology integration in teaching/learning curriculum framework.
9. Understanding of data warehousing, MDM, relational database applications and integration techniques of multiple such systems

**JOB PURPOSE AND RESPONSIBILITY:**

The Chief Technology Officer provides strategic leadership in the development, initiation, operation, and implementation of technology systems that enhance and improve instructional learning, data management, and business integration and efficiency. The position maintains, directs, supervises and ensures alignment of all technology and information systems in support of the district’s vision and policies. Close collaboration with and responsiveness to all teams including the Office of Academics, the Schools Office, and the Offices of Finance and Human Capital is necessary to leverage and recommend resources and structures to optimize learning and overall operational effectiveness.

**ESSENTIAL FUNCTIONS:**

- Serve as a member of the Superintendent's Cabinet and participate in the strategic planning process to meet District's mission, technology strategies, action plans, and objectives.
- Oversee and direct the Information & Technology Services and Instructional Technology Departments.
- Develop, implement, and control the overall strategy and plans for the development, deployment, and utilization of technology to support the district in departments and campus' operations.
- Build and manage a top-flight technology team and oversee research and development, as well as project management.
- Establish and lead advisory committees that inform and support meaningful and effective uses of technology in support of the District's strategic goals.
- Facilitate the process of priority setting and decision making for meaningful and effective uses of technology in support of the District's strategic goals.
- Lead infusion of innovative technologies into all aspects of education.
Leverage appropriate relationships between emerging technology resources and the education process.

Develop and maintain a systemic understanding of the core business and culture of the school and district organization.

Develop and maintain an understanding of assessment, curriculum and instruction, including their interdependent relationship and how technology can support them.

Promote the application of technology to address the diverse needs of students and maximize student learning.

Develop and maintain the knowledge and skills necessary to affect and facilitate change in the organization and effectively deal with ambiguity.

Review and manage technology personnel, resources, and services to provide users with responsive and cost effective information and instruction systems.

Gain strategic understanding and working knowledge of all district systems (e.g. instruction, assessment, finance, human capital systems, facilities, transportation, security, food service and others) in order to provide leadership regarding how technology can support them.

Establish technical standards and ensure adherence to them for product development and company operations.

Explore new technologies for future planning and potential implementation to include collaborating with industry on technology matters and innovations.

Model and assure awareness about pertinent laws and legal issues related to implementation and use of technology in a District, e.g. copyright, privacy and compliance.

Assist schools and administrative departments to develop and implement plans to address technology needs, including evaluation of hardware and software and management of information relating to attendance, grade reporting, scheduling, demographic data, and budgetary information.

Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective technology services throughout the District.

Conduct continuing analysis of all technology and explore new hardware and software for future planning and implementation aligned with evolving trends and the district’s needs.

Monitor and maintain vendor relationships, service agreements and software licensing.

Facilitate planning and development of innovative processes, techniques, and tools based on emerging research and best practices.

Oversee day-to-day operations, including monitoring and evaluating the application and usage of technological equipment in schools and departments ensuring that technology systems are operational and integrated where appropriate.

Resolve technical problems that may occur in the process of system implementation or operation to minimize adverse impact on staff, students, and stakeholders.

Create synergy and leverage the capabilities of the District’s technology resources with fundraising, grants, and partnerships to accelerate innovation and bring significant external support and resources to the school district.

Provide executive supervision of employees in the Technology Division, including the Technology Support Department responsible for deploying, supporting and maintaining over 100,000 computers, related hardware and/or presentation systems; the Network
Services Support Department, which ensures robust wireless, wired, WAN, and Internet connectivity and bandwidth along system security and server infrastructure to support student and staff; and the Division of Management and Information Systems, which curates and delivers enterprise data systems for learning, student records, and business needs.

- Perform personnel functions (e.g. recruiting, interviewing, selecting, supervising, etc.) for the purpose of maintaining adequate department staffing, enhancing productivity of personnel and achieving objectives within budget.
- Manage the operational budget for the purpose of tracking expenditures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary.

Services are generally provided in a normal office setting. In-district travel may be required. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the Superintendent. Work is guided by established policies and discussed with supervisor as needed. Supervisor evaluates work for the overall impact on the department. Incumbent provides instruction and technical supervision to assigned staff on non-routine and policy matters. Incumbent directly supervises identified administrative, professional and classified staff.
AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: CHIEF TECHNOLOGY OFFICER

Pay Grade: AP16  FLSA Status: Exempt
Job Code: Revised: 11/30/2020

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:
  - Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;
  - Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and
  - Discovering and cultivating the unique gifts, talents and interests that every human possesses. https://nationalequityproject.org/

  -Austin ISD Board President, February 2019

The Austin Independent School District, as an equal opportunity educational provider and employer, does not
discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.