**NOTICE OF VACANCY**

Birmingham City Schools

[http://www.bhamcityschools.org/Page/238](http://www.bhamcityschools.org/Page/238)

<table>
<thead>
<tr>
<th><strong>JOB TITLE:</strong></th>
<th>Technology Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REPORTS TO:</strong></td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>WORK DAYS:</strong></td>
<td>12 Months 240 Days</td>
</tr>
<tr>
<td><strong>SALARY:</strong></td>
<td>Salary Schedule 64-7 $125,243.00 - $145,444.00</td>
</tr>
<tr>
<td><strong>LOCATION:</strong></td>
<td>Division of Technology</td>
</tr>
<tr>
<td><strong>FLSA STATUS:</strong></td>
<td>EXEMPT</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION:**

The Technology Officer shall provide leadership to the district to improve student achievement by implementing engaged learning that is supported by fully integrated technology throughout the district. In addition, this individual shall provide leadership and support to enhance student learning and increase operational efficiency and effectiveness of the operations systems of the district's computers and networks, with the ultimate goal of providing a state-of-the-art instructional technology program.

**DUTIES AND RESPONSIBILITIES:**

- Plan, organize and control district educational technologies and information systems and their use throughout the district
- Establish procedures and guidelines for administrative and instructional use of the district information systems
- Actively participate as a member of the Superintendent's cabinet to create and implement a vision for how technology will support the district's strategic and operational goals
- 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 and operational goals
- Know the current goals of the school district and align technology team's work with those goals
- Understand the relationship among curriculum, instruction and technology in providing a teaching and learning environment that promotes students’ academic and social development
- Work with key system leaders, school networks and departments to identify steps needed to meet strategic and operational goals
- Promote and lead the implementation of industry best practice methodologies, tools and programs in support of technology integration
- Conduct feasibility studies and design systems for all district data processing and computer use and make recommendations on action to be taken
- Develop, measure and track key performance indicators for all areas of technology
- Develop a system for tracking and monitoring all technology inventory in the district, including a long-range forecast for updating/refreshing technology
- Determine information-system challenges, both current and future, and design both general and specific solutions
- Collect and synthesize policy and management information for the systems to be designed
- Develop a financial plan related to long-range development and utilization of the district information system
- Collaborate with district administration, building administration, faculty and staff in combining district- and building-user requirements into an integrated information system
- 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
- Coordinate and participate in the phasing-in of all new applications and evaluate/modify all systems and procedures required
- Establish and maintain systems and tools for gathering, warehousing, mining, integrating and reporting data in usable and meaningful ways
- Utilize data-driven decision making and related processes in support of stakeholders
• Direct and coordinate use of e-mail, district websites, Web tools, voicemail systems and other forms of communication
• Ensure that disaster recovery and business continuity plans are integral parts of the district's technology program
• Utilize knowledge of funding sources available to the district and appropriately leverage them to meet district and programmatic goals
• Develop and manage budgets, both annually and long-range
• Develop and implement an appropriate in-service program to train faculty, staff and administrative staff in the proper utilization and operation of the appropriate aspects of the district educational technologies and information system
• Promote standards for innovative teaching and learning that develop student proficiency in 21st century computer science skills
• Stay abreast of state and national standards, benchmarks and frameworks for technology literacy
• Strive to lead others in all technology-related areas
• In cooperation with the central office, direct a program of recruitment, retention, supervision, development, compensation and evaluation of all personnel involved in information systems development
• Possess strong leadership skills to manage diverse, cross-functional teams that work efficiently and effectively
• Mentor and empower others to assume leadership roles; set clear objectives and performance measures; and monitor process, progress and results
• Build an environment of trust through communication and transparency about decisions and how they are made
• Support cross-functional teams for all aspects of the district's technology program
• Support effective teamwork by utilizing quality improvement tools for decision making
• Build an environment that encourages communication among team members
• Build buy-in for the vision of the district's technology program
• Collaborate with stakeholders to create a vision for how technology will support the district's strategic goals
• Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation

QUALIFICATIONS:

Knowledge and Skills: Requires a thorough and in-depth knowledge of the theory, principles, practices and methods associated with administration of a full-service Division of Technology. Requires knowledge of computer methods, techniques, systems, procedures, analysis and design. Requires a thorough understanding of the principles and practices of personnel management including supervision, training and performance evaluation. Requires a thorough understanding of budget preparation and administration. Requires strong oral and written communication skills, including the ability to explain technically complex information and concepts to non-technical users.

Abilities: Requires the ability to lead and administer a technically complex division. Must be able to plan, assign, supervise and review system analysis, design, programming activities and computer operations. Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations. Requires the ability to assess and coordinate the technical needs of many users across the District. Must be able to develop and execute contracts, leases and other agreements to meet District needs. Must be able to provide leadership and direction to division staff in a manner that encourages high morale and efficiency. Must be able to establish division goals and objectives consistent with District strategic goals and objectives. Must be able to develop and administer the division budget. Must be able to communicate on both a formal and informal level with a wide range of contacts including District administrators and staff, city and county officials, and outside organizations.
**Education and Training:** A master's degree from an accredited college or university with major coursework in one or more of the following areas: computer science, educational technology, curriculum and instruction, or business administration. A doctoral degree in computer science, computer engineering, information or educational technology is preferred. A minimum of 10 years of technology leadership in a business or educational setting, including at least 7 years of supervisory experience required. Experience in an educational setting is preferred.

Meet such alternatives to the above qualifications as the Superintendent and Board may find appropriate and acceptable.

**APPLICATION REQUIREMENTS:**

- Completed Application (Teach in Alabama)
- Resume (uploaded to application)
- Three (3) returned References (Teach in Alabama)

*PLEASE ENSURE ALL INFORMATION IS CURRENT WITHIN A 6 MONTH PERIOD.*

**PHYSICAL REQUIREMENTS:**

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

**REVISED:** September 2021

Please Note: All candidates must submit to a background check ([https://www.aps.gemalto.com/al/index_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm)). Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. The Birmingham Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Birmingham Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.