TITLE: Chief Information Officer

DEPARTMENT: Technology

REPORTS TO: Superintendent

RECEIVES GUIDANCE FROM: Superintendent

EVALUATES: Director of Technology

POSITION INVENTORY: E92

POSITION TYPE: ADMN

FLSA Status: Exempt

260 Day Calendar 8 Hour Day

BASIC FUNCTION:
The Chief Information Officer (CIO) at Des Moines Public Schools plays a pivotal role in shaping the district’s technological landscape. As a key member of the Superintendent’s Cabinet, the CIO provides strategic leadership, fosters collaboration, and ensures the effective utilization of information technology (IT) resources. The CIO’s responsibilities span a wide range of areas, from innovation and efficiency to cybersecurity and policy development. The CIO’s role extends beyond technical expertise; it encompasses leadership, vision, and a commitment to advancing education through technology. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

ESSENTIAL FUNCTIONS:
1. **Proactive Vision:** Develop and articulate a forward-thinking vision for the district’s IT systems, aligning with educational goals and 21st-century practices.
2. **Collaboration:** Work collaboratively with stakeholders, including educators, administrators, and community members, to identify opportunities for technological innovation.
3. **Efficiency Enhancement:** Streamline processes, enhance productivity, and optimize resource allocation through technology solutions.
4. **Robust Infrastructure:** Oversee the development, implementation, and maintenance of a robust IT infrastructure that supports educational excellence.
5. **Quality Assurance:** Evaluate existing systems, identify areas for improvement, and ensure the highest quality of service delivery.
6. **Data-Driven Decision Making:** Leverage data analytics to inform strategic decisions and enhance student outcomes.
7. **System-Wide Budget:** Collaborate with district leaders to develop and manage the IT budget, ensuring efficient allocation of resources.
8. **Strategic Planning:** Contribute to long-term planning by aligning IT initiatives with the district’s overall goals.
9. **Policy Development:** Assist in creating policies related to technology use, data privacy, and security.
10. **Risk Mitigation:** Lead the district’s cybersecurity efforts by developing and implementing robust security protocols.
11. **Business Continuity:** Design and oversee disaster recovery plans to ensure continuity of critical services during emergencies.
12. **Threat Prevention:** Stay informed about cybersecurity threats and proactively address vulnerabilities.
13. **Vision for Future Trends:** Stay informed about emerging trends in technology and education, such as personalized learning, adaptive technologies, and virtual reality.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):
1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.
HIRING SPECIFICATIONS:

Required Education and Experience:
1. A bachelor’s degree in computer science, information systems, or a related field.
2. Significant experience in IT leadership, preferably in an educational setting.
3. Experience in implementing educational technology solutions that support teaching, learning, and student engagement.

Desired Education and Experience:
1. Master’s degree in computer science, information systems, or a related field.
2. Certified Information Systems Security Professional (CISSP)
3. Certified Information Privacy Manager (CIPM)
4. Certified Information Systems Auditor (CISA)

Skills, Knowledge, and Abilities:
1. Strong leadership and communication skills.
2. Strategic thinking and problem-solving abilities.
4. Familiarity with federal and state regulations related to data privacy and security.
5. Ability to integrate emerging trends into the school district’s strategic plan.
6. Competency working in a culturally diverse environment or the willingness to acquire these skills.

<table>
<thead>
<tr>
<th>PHYSICAL DEMAND</th>
<th>FREQUENCY</th>
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</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Occasional 1% - 32%</td>
</tr>
<tr>
<td>Walking</td>
<td>Occasional 1% - 32%</td>
</tr>
<tr>
<td>Sitting</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Reaching/Pushing/Pulling</td>
<td>Occasional 1% - 32%</td>
</tr>
<tr>
<td>Climbing/Stairs</td>
<td>Occasional 1% - 32%</td>
</tr>
<tr>
<td>Driving</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Lifting (20 lbs.)</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Carrying (20 feet)</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Manual Dexterity Tasks</td>
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<tr>
<td>Telephone</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>Computer</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>Other</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Working Conditions</td>
<td></td>
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<tr>
<td>Inside</td>
<td>Constant 67%+</td>
</tr>
<tr>
<td>Outside</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Extremes of Temperature/Humidity</td>
<td>Occasional 1% - 32%</td>
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</tbody>
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All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

*Talent and Personnel Manager

Date: 4/18/2024

*This job description is not approved without the signature of a Talent and Personnel Representative.