



Houston Independent School District

Job Description

POSITION TITLE: Chief Technology Officer		CONTRACT LENGTH: 12M
DATE: 10/04/2024		DATE OF LAST REVISION: 10/04/2024
JOB CODE: 30003646	PAY GRADE: B	FLSA EXEMPTION STATUS: E
Job Family – Information Technology		

JOB SUMMARY
 The Chief Technology Officer (CTO) for the Houston Independent School District (HISD) is responsible for leading the district’s technological strategy and overseeing all aspects of Information Technology (IT), including infrastructure, applications, data security, and services. The CTO drives innovation and transformation by implementing secure and efficient technology solutions that align with HISD’s key actions, enhancing business processes, and improving the exchange of information across the district. This role involves managing the district-wide IT department, including strategic planning, application development, technical services, and networking while ensuring cyber security and risk management. The CTO plays a key leadership role in developing talent, fostering innovation, and effectively using technology to support the district's evolving needs.

MAJOR DUTIES & RESPONSIBILITIES	
	List the most important duties first.
1.	Provide visionary leadership to the Information Technology Department, promoting innovation in technology, systems, and data while ensuring the effective planning and execution of initiatives that drive the sector forward.
2.	Oversee the development and maintenance of data governance policies and procedures to ensure data integrity, privacy, and security across the organization, in compliance with multiple entities and authorizers.
3.	Identify and implement the most innovative and effective information systems and technologies within and outside the educational sector to ensure Houston ISD remains a leader in technological innovation, data-driven decision-making, and high performance.
4.	Analyze complex business needs from schools and administrative departments and develop technical solutions to address those needs. Present and advocate for technology solutions to senior management.
5.	Communicate the district’s technology vision, strategy, and performance to the executive team, school board, and other key stakeholders.
6.	Oversee risk management processes to identify, assess, and mitigate technology-related risks, ensuring the protection of district resources and minimizing vulnerabilities.
7.	Manage, direct, and prioritize personnel and resources for major technology projects to ensure district and department goals are achieved.
8.	Develop and implement district-wide standards for hardware, software, and networking to ensure uniformity, efficiency, and optimized performance.
9.	Implement change management and continuous improvement strategies to facilitate data-driven, systematic leadership decision-making and drive growth in both business and technology within Houston ISD.



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10.	Create, implement, and maintain systems for internal controls, emergency procedures, backups, licensing compliance, and disaster recovery to safeguard data integrity and security.
11.	Develop and implement comprehensive cybersecurity strategies to protect the district's data, systems, and infrastructure.
12.	Oversee the annual budget process, ensuring timely completion, fiscal responsibility, and the cost-effective management and allocation of resources across all areas of supervision.
13.	Lead, mentor, and develop the technology team, fostering a culture of high performance, innovation, and continuous improvement.
14.	Serve as the primary point of contact for all technology-related matters with internal and external stakeholders within Houston ISD.
15.	Performs other job-related duties as assigned.

EDUCATION

Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Engineering, or a related field.

A Master's degree (e.g., MBA) or relevant professional certification is preferred.

*Applicants who do not meet these education qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

WORK EXPERIENCE

Minimum of 15+ years of progressive experience in technology management, with at least 10 years in a senior leadership role. Experience in a large, urban school district is highly desirable.

**Applicants who do not meet these work experience qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Licenses or Certifications:

- ITIL 4 Foundation (required)
- ITIL 4 Managing Professional (preferred)
- ITIL 4 Strategic Leader (preferred)

Type of Skills:

- Strong strategic planning and execution skills, with a proven ability to drive technological innovation and transformation in large, complex environments.
- Deep technical expertise in relevant technologies, systems, and infrastructure, with a strong understanding of cybersecurity, data management, and risk mitigation.
- Excellent leadership, communication, and interpersonal skills, with the ability to collaborate across departments and engage with stakeholders at all levels.
- Ability to effectively manage multiple priorities, navigate complex technological landscapes, and lead teams through change.
- Proficiency in technology management tools and software, including project management and development platforms.
- Strong knowledge of computer networks, hardware, and software applications, as well as experience with application development and implementation.
- Expertise in managing budgets, personnel, and district-wide technology functions, with the ability to implement policies and procedures and interpret data effectively.



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LEADERSHIP RESPONSIBILITIES

Executive Management:

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans that impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas, and possibly district-wide.

WORK COMPLEXITY/INDEPENDENT JUDGMENT/BUDGET AUTHORITY

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice, and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM-SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, improve existing methods/procedures/services, and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions at this level have a broad and significant impact across the entire organization. They directly influence operational efficiency, resource allocation, and financial performance. Effective decision-making can lead to process improvements, cost savings, and strengthened relationships, while errors or delays may cause operational disruptions, increased expenses, or reputational risks. These decisions typically involve complex issues with long-term consequences and are often not subject to detailed review, increasing their overall impact.

COMMUNICATION/INTERACTIONS

Oversee and direct – serves as one of the organization's senior-level spokespersons in area of expertise, defines and champions change initiatives, organizational strategies, services, policies, and practices. Interactions are typically with executive leadership, the board, and community and business leaders.

CUSTOMER RELATIONSHIPS

Anticipates customer needs and identifies and champions opportunities for the development and implementation of new services and methods to meet or exceed customer needs. Establishes customer service standards and feedback mechanisms across departments.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment, not subjecting the employee to any hazardous or unpleasant elements.

- Valid Texas driver's license with applicable insurance coverage.
- Tools/Equipment Used: Standard office equipment, including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)



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- Environment: Prolonged or irregular hours, including some weekends; frequent districtwide travel
- Mental Demands: Work with frequent interruptions, and maintain emotional control under stress in a fast-paced environment
- On-Call Availability: Expected to be available during emergencies, outages, and planned project work until resolved, with extra effort required during system conversions to ensure successful rollouts.