



ASSISTANT SUPERINTENDENT – CHIEF INFORMATION OFFICER

SUMMARY/SCOPE/GOAL

Provide vision and leadership for developing, implementing, and managing Information Technology initiatives and functions that improve student achievement, the cost effectiveness of district and school operations, and the efficiency of business processes. This position will lead Brevard Public Schools in planning and implementing enterprise information systems to support both distributed and centralized student and business operations and achieve more cost-effective enterprise-wide IT operations in a constantly changing technical environment.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree in Information Technology, Management, Business Administration, or related field with intensive course work in computer programming, systems design and analysis, and data center operations required.
- Demonstrates progressively increasing levels of responsibility and success working with and through people in establishing goals, objectives, and action plans to achieve results.
- Minimum of three (3) years' experience in division level management and supervision.

PREFERRED/DESIRED:

- Master's degree in the specified fields preferred.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide efficient and secure computer systems and services to meet organizational needs.
2. Direct and manage operations necessary to develop, implement, and maintain the District's administrative and student educational technology.
3. Meet and work with district and school administrators and staff as necessary for the appropriate planning, design, implementation, coordination, and evaluation of assigned tasks and functions. Clarify and set priorities, translate tasks into work plans, and apply staff resources to complete assigned tasks.

ASSISTANT SUPERINTENDENT – CHIEF INFORMATION OFFICER

4. Lead strategic and tactical planning for the development, evaluation, and coordination of the information and technology systems for BPS.
5. Direct and coordinate all district activities relating to data collection, processing, forms, reporting, and retention, student information, and automated administrative systems.
6. Establish and maintain core technology organizational design and staffing requirements, including infrastructure, applications, data security, project management, quality assurance, and help desk.
7. Support development and implementation of district-wide plans, both annual and multi-year, for appropriately implementing computer technology and other education technologies.
8. Recommend policy, establish procedures, and make other recommendations as need for meeting all state and statutory requirements for data collection, reporting, and maintenance; forms and records control and retention, and data transmittal. Set standards and implementing procedures for automated systems (selection, use, purchase, installation, and maintenance) and administrative and student educational technology.
9. Direct the development, implementation, production, and coordination of appropriate procedures, forms, and /or reports necessary for collecting data and conducting surveys.
10. Compile both ad-hoc and standard reports for the Superintendent, School Board, school administration, and district staff.
11. Coordinate and manage the following departments: Student Data Systems, Business and Human Resources Systems, Network and Technology Services, Technology Integration and Training, Technology Support Services, Groupware Services, and Data Processing Operations.
12. Formulate and manage the budget for hardware, software, personnel, and other technology maintenance services concerning the District's computing and information resources.
13. Manage financial, staff, and other resources and transactions, as necessary, to carry out assigned responsibilities in as effective and efficient a manner as possible. Select, direct, support, and evaluate supervised staff.
14. Develop and maintain an enterprise-wide information system recovery plan to ensure timely and effective restoration of technology services in the event of a disaster.
15. Serve as the school District's contact and liaison with local, state, federal, and community agencies as assigned by the Superintendent.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to envision new ways to leverage technology to improve the performance of core instructional and business processes. Ability to build the business case and project plans for IT initiatives. Ability to establish and manage vendor relationships to meet the needs of BPS' technology users. Ability to establish key metrics and measures of department performance in the achievement of BPS goals. Knowledge of sound business principles and techniques of administration, organization, and management to include an in-depth understanding of the key business issues that exist in a large and complex organization. This includes strategic and operational planning, project management, personnel administration, federal, state, and local laws,

ASSISTANT SUPERINTENDENT – CHIEF INFORMATION OFFICER

financial analysis, and customer service support. An understanding of the systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, training, evaluation, and operational management. Proven skills in written and verbal communication; negotiating with vendors, contractors, and others; budget preparation and monitoring; planning and organizing. Ability to relate to all levels of the user community and to translate technical language to lay audiences.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

ASSISTANT SUPERINTENDENT – CHIEF INFORMATION OFFICER

FOR HR USE ONLY:

DIVISION:	Educational Technology	DEPARTMENT:	Educational Technology
TITLE CODE:	D0201	CONTENT BY:	Carol Kindt, EdD
GRADE:		COMPENSATION:	Human Resources
UNIT:	EXEC	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	11/22/2016	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/15/99	Initial Release	
2.0	01/21/03	REVISED	
3.0	11/22/16	REVISED	Human Resources
3.1	07/01/20	REVISED: New format	Human Resources
3.2	11/12/2021	Updated physical requirements to ADA format, added schedule.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.