

**Job Title:** Chief Information Officer  
**Department:** Technology  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 06



## **SUMMARY**

The Chief Information Officer plans, directs, and coordinates student and business information systems that facilitate comprehensive integration of technology and fosters an environment promoting the efficient and effective use of technology in supporting administrative and educational goals, by performing the following duties personally or through subordinate employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Facilitates development of a plan by all stakeholders for technology use and widely communicates that plan.

Maintains an inclusive and cohesive process to develop, implement, and monitor dynamic, long-range, and systemic technology goals to achieve the plan.

Fosters and nurtures a culture of responsible risk-taking and advocates policies promoting continuous innovation with technology.

Uses data in making leadership decisions.

Advocates for research-based effective practices in use of technology.

Advocates on the state and national levels for policies, programs, and funding opportunities that support implementation of the district technology plan.

## **Learning & Teaching**

- Identifies, uses, evaluates, and promotes appropriate technologies to enhance and support instruction and standards-based curriculum leading to high levels of student achievement.
- Facilitates and supports collaborative technology enriched learning environments conducive to innovation for improved learning.
- Provides for learner-centered environments that use technology to meet the individual and diverse needs of learners.
- Facilitates the use of technologies to support and enhance instructional methods that develop higher-level thinking, decision-making, and problem-solving skills.

- Provides for and ensures that faculty and staff take advantage of quality professional learning opportunities for improved learning and teaching with technology.

### **Productivity & Professional Practice**

- Employs technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.
- Creates and participates in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity.
- Engages in sustained, job-related professional learning using technology resources.
- Maintains awareness of emerging technologies for their potential uses in education.
- Uses technology to advance organizational improvement.

### **Support, Management, & Operations**

- Directs and coordinates activities of project personnel to ensure the project progresses on schedule and within budget.
- Confers with project personnel to provide technical advice and resolve problems.
- Ensures that the basic technology infrastructure relative to student record keeping and finance aspects are maintained and functioning.
- Develops, implements, and monitors policies and guidelines to ensure compatibility of technologies.
- Coordinate recommendations for purchases of technology (hardware and software).
- Implements and uses integrated technology based management and operations systems.
- Allocates financial and human resources to ensure complete and sustained implementation of the technology plan.
- Integrates strategic plans, technology plans, and other improvement plans and policies to align efforts and leverage resources.
- Implements procedures to drive continuous improvement of technology systems and to support technology replacement cycles.

### **Assessment & Evaluation**

- Uses multiple methods to assess and evaluate appropriate uses of technology resources for learning, communication, and productivity.
- Uses technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning.
- Assesses staff knowledge, skills, and performance in using technology and uses the results to facilitate quality professional development and to inform personnel decisions.
- Uses technology to assess, evaluate, and manage administrative and operational systems.

### **Social, Legal, & Ethical Issues**

- Identifies, communicates, models, and enforces social, legal, and ethical practices to promote responsible use of technology.

- Promotes and enforces privacy, security, and online safety related to the use of technology.
- Promotes and enforces environmentally safe and healthy practices in the use of technology.
- Participates in the development of policies that clearly enforce copyright law and assign ownership of intellectual property developed with District resources.

### **SUPERVISORY RESPONSIBILITIES**

This position will have direct and indirect supervisory responsibility over the employees in the Technology Department. Carries out supervisory responsibilities in accordance with the WCSD policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Master's Degree in computer information technology or other related field of study and 5 to 10 years' related technology experience and training related to the essential functions of the position; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

Hold and maintain a current CoSN Certified Educational Technology Leadership (CETL) certification or must obtain certification within one year of employment.

**PHYSICAL DEMANDS** *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 may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use fingers and hands, talk, and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: <b>Assistant Superintendent- Secondary Education</b>			Date: <b>3/2/2004</b>
Approved By: <b>Human Resources Director</b>			Date: <b>3/2/2004</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>6/5/2008</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>10/26/2015</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>12/14/2020</b>
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<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Superintendent approved</b>	Date: <b>04/13/2026</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	