

**Clarksville Montgomery County School System**  
**Job Description**

**Job Title:** Chief Technology Officer

**Department:** Information Systems

**Date:** August 2006

**Reports to:** Director of Schools

**Grade:** 301

**Purpose of Job**

The Chief Technology Officer will provide the strategic vision for the district's technology department supporting both student achievement and district infrastructure. This position will be a member of the senior leadership team and will work with the team to set district priorities and implement technology processes and procedures that will help implement or achieve strategic work plan objectives.

As the CTO you will be responsible for overseeing our current technology team and will hold influence and be the decision maker over all technology initiatives. The CTO contributes to general district planning regarding technology and systems required to maintain district operations and educational competitiveness. This position recognizes new developments in information systems technology, and anticipates organizational and educational modifications. The CTO establishes long-term needs for information systems, and plans strategy for developing systems and acquiring hardware to meet application needs. It is essential that the CTO ensures confidentiality and reliability of district data, proprietary information, and intellectual property. The CTO will function as the top level contact to assist end users in determining technology requirements and solutions. This position reports to the Director of Schools.

**Essential Duties and Responsibilities**

The following duties and responsibilities listed below describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified. Other duties and responsibilities may be required and assigned.

- Senior Executive responsible for all aspects of information technology
- Strong influencing/negotiation skills
- Develop improved service routines, procedures and methods to ensure efficient computer utilization and expedient completion of schedule requirements.
- Builds relationships with vendors, contractors and external companies for all our technology related initiatives.
- Determine fiscal requirements of Technology and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Plan and schedule work for the group ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performance of duties.
- Prepare operational reports and analyses, setting forth progress, adverse trends and appropriate recommendations or conclusions.

- Manages Middle managers and supervisors
- Maintain interface with faculty and staff to develop and ensure long-term and short-term planning consonant with requirements of Information Systems.
- Define, architect & execute the organizational & infrastructural plans required to fulfill the district's technology strategies
- Evaluate existing custom and off-the-shelf solutions, and working with the Systems Architect, technical staff, clients, and partners to identify requirements and opportunities and oversee acquisition and integration of systems.
- Direct various personnel functions including, but not limited to, hiring, performance appraisal, promotions, transfers and vacation schedules.
- Manages multiple activities in a fast paced environment
- Supervise all functional areas of information technology including software design & development, systems administration, project management, systems testing and application & network support
- Set standards/guidelines for software development processes & deliverables and measure performance against these standards
- Maintain legacy systems while transitioning the company to a new development environment & retooled application sets
- Ensure that system uptime & performance requirements are met
- Prepare annual & quarterly budgets and staffing plans
- Evaluate emerging technologies
- Oversee purchases, implementation and various services provided by the IT department
- Balance of strong management abilities with superior technical knowledge.
- Expert level understanding of the industry, technologies and solutions.
- Represents district as an ambassador / representative at public meetings and conferences.
- Maintains a professional networking relationship with the IT industry and the educational community

#### **Critical Interpersonal Attributes / Knowledge**

- Ability to interact and influence with technology innovations; business leaders and all levels of management and technology leaders.
- Ability to provide guidance, counsel, and formal presentations to all management levels in the examination and definition of objectives for existing or proposed projects.
- Skill in consensus-building.
- Must be highly organized, and efficient
- Extensive knowledge of IT systems and processes
- Develops project management methodologies and tools and has a strong knowledge of applicable business areas, the supporting technology architecture, and applicable processes.
- Experience leading the strategic direction of a district requiring a relationship builder and a change management specialist
- Excellent written and verbal communication skills, knowledge of business and technology trends and strong interpersonal/relationship management skills.

- Organized, methodical management approach
- Strong multitasking and problem solving abilities
- Demonstrated leadership capability, business acumen and strategic perspective rather than technical skills.

**Minimum Training and Expertise Required to Perform Essential Job Functions:**

A BS in computer related field or Business Administration and 7-10 years industry experience.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**