

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Chief Information Officer	<b>CLASSIFICATION:</b>	Non-Represented Management – Superintendent’s Cabinet, Classified
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	6049	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Technology Services	<b>SALARY:</b>	Range 29 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>CABINET APPROVAL:</b>	02-11-15

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**BASIC FUNCTION:**

Provide proactive, collaborative leadership in the development, execution, support, and evaluation of a robust and comprehensive information technology (IT) system focusing on innovation, efficiency, and implementation of effective 21<sup>st</sup> century telecommunication and technology practices that will aid the District in providing the highest quality educational programs and services; serve as a member of the Superintendent’s Cabinet; and assist with developing system-wide budget, plans, policies and activities.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, develop, direct, coordinate, and maintain a robust and comprehensive infrastructure, architecture, and program that support the use of technology and information effectively and efficiently in an integrated manner for both instructional and administrative functions. **E**

Provide technology vision and leadership for developing and implementing IT initiatives supporting school system goals with emphasis on integrating technology-based teaching and learning in all classrooms. **E**

Provide a leadership role in improving the District’s business processes and IT infrastructures to achieve a more productive, efficient, and valuable use of information and technology-based instructional and administrative investments within the system. **E**

Work very closely with Assessment, Research and Evaluation staff to ensure that technology infrastructure design support complex and dynamic data needs. **E**

Provide technical oversight and instituting controls for information technology contractual services. **E**

Institute quality controls such as a system of check and balances with contractors, consultants, and others who share in the process of IT development within the District. **E**

Perform the day-to-day operational aspects, including ensuring that information technology systems are fully operational and integrated where appropriate; overseeing IT purchases, implementation, and various related services including information security. **E**

Serve as an advocate and agent of change within the school district and work with divisions, departments, and offices to assist them in applying technology to their respective areas of responsibility. **E**

Approve, coordinate, and control all projects related to selection, acquisition, development and installation of major information systems for the District. **E**

Develop and maintain IT policies and standards for IT infrastructure and protection of IT assets. Ensure the integrity, security, and privacy of information entrusted to or maintained by the District's information systems. **E**

Develop and maintain an enterprise-wide information system recovery plan to ensure timely and effective restoration of IT services in the event of a disaster. **E**

Negotiate IT service-level agreements with user organizations and monitor IT systems performance to and hold IT staff accountable for meeting those service levels. **E**

Establish/maintain a customer help desk function for daily operations, and project specific help for major rollouts and critical District calendar events. **E**

Monitor Federal and State legislative initiatives, regulations, and programs, and represent District interests as changes impact the District. Develop and/or represent the District in new initiatives requiring legislative support or action. **E**

Provide strategic and tactical direction to the District for information technology ensuring that the information systems infrastructure effectively supports the District's vision and strategic plan. **E**

Coordinate, integrate, develop, and maintain all database, software, and information systems and applications; develop, implement, and update internal technology procedures and processes to assure smooth and efficient delivery of services, encourage effective and efficient management controls, and compliance with laws, policies, and regulations. **E**

Coordinate the collection and analysis of critical District information systems including student achievement data, human resources/labor relations data, operational data, and fiscal data to ensure accuracy of information and the integrity and credibility of the District. **E**

Develop, implement and oversee an online employee portfolio portal that provides employees 24 hour access to evaluations, compliance training, and professional development; ensure that technology has the hardware and capacity to support this employee development support service. **E**

Ensure appropriate equipment, materials, and human capital resources are available to meet District technology needs and goals; maximize the use of resources in support of Board-adopted District goals; review, evaluate, and make recommendations for procurement of computer hardware and software for classroom, computer laboratory, and business use. **E**

Monitor, direct, and control the storage of and access to critical District data to assure confidentiality and security; direct all departmental activities; monitor and direct the physical maintenance of the District's computer, applications, telecommunications assets, and printing/media in support of the delivery of technology. **E**

Attend Board of Education meetings; prepare and present agendas and reports to the Board as requested by the Superintendent; interpret impact of proposals as necessary; make presentations to the Board, Superintendent's Cabinet, site personnel, and community groups. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public; execute special assignments. **E**

Develop and prepare the annual departmental budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff in support of professional learning. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, files, and correspondence related to assigned services, activities, and operations; operate a computer to input data and generate reports; maintain a longitudinal collection of data for reporting to State and Federal agencies or for District purposes. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, vendors, contractors, and members of the public to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Serve as a team member of the Superintendent's Cabinet and Executive Staff. **E**

Perform related duties consistent with the scope and intent of the position. **E**

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer science, information systems, or related field. Five years progressively responsible experience in management and development of complex information systems. Advanced degrees are preferred. Preference will be given for experience in an educational environment, including recent experience in information systems, telecommunications, network planning and implementation, applications, and end-user support. Prior administrative experience in a school district is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, provide personal automobile, and proof of insurance; Administrative Services Credential preferred. Must be willing to attend evening/weekend meetings and/or activities.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, control, administration, and direction of the technology, education, and assessment, research, and evaluation services of the District.

Understanding of the systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, training, evaluation and operational management.

Envisioning new ways to leverage technology to improve the performance of core instructional and business processes, including those directly related to educational service delivery.

Project management, including the development of budgets, timelines, and allocation of staff.

Education/computer/information systems technology, application design, telecommunication systems, and printing/media services.

Curriculum development and technology applications.

Computer technology and its application in office automation.

Methodologies for managing technical change on a proactive basis.

Problem solving skills.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, and administer the technology, education, assessment, research, and evaluation services of the District.

Access and use databases on mainframes and on microcomputers. Use statistical software for measurement, testing, and evaluation.

Provide technical information and assistance to others concerning the feasibility, acquisition, implementation, and maintenance of information and telecommunications systems and services.

Maintain up-to-date knowledge of technology standards, industry trends, emerging technologies, and software development best practices.

Invest in the belief that all students can learn at the highest levels.

Maintain records, and prepare comprehensive narrative and statistical reports. Establish and maintain cooperative and effective working relationships with others.

Work independently on complex assignments with little direction to meet schedules and timelines.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate clearly and effectively, both orally and in writing, to a variety of audiences. Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze and resolve critical issues with significant organizational impact. Plan and organize work to meet schedules and timelines.

Supervise and evaluate the performance of assigned staff. Operate a computer and related software.

Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; fast-paced work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, monitor a variety of activities, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date