

# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Chief of Information and Technology		<b>Board Approved:</b> 11/06/12
<b>Position Level:</b> Administrative May be assigned as: 10-month, 11-month, or 12-month	<b>FLSA Status:</b> Exempt	<b>Reports to:</b> Superintendent or the Superintendent's designee

### GENERAL DESCRIPTION

To assist in providing comprehensive leadership for operational services including technology and information services.

### KEY RESPONSIBILITIES

Assist in the preparation and administration of the District operation and capital improvement budgets.
Develop appropriate board agenda items pertaining to areas of responsibility.
Provide leadership for division responsibilities of Information Services, Instructional Technology, and Technology Services.
Monitor and evaluate services provided by the departments within the division.
Provide training to stakeholders on employee evaluation and employee improvement.
Perform the annual evaluation for all assigned staff and prepare all required reports and maintain appropriate records.
Hear and act on appeals concerning parent, student or staff complaints and problems for assigned areas.
Assist in the preparation of budgets.
Assist in the development of policies, standards, practices and security measures to ensure effective and consistent management of information and technology services.
Serve as the liaison to the Superintendent's Leadership Team for Information and Technology Services.
Coordinate activities of the division with schools and other divisions.
Coordinate the assessment of training needs for personnel in assigned areas.
Facilitate close communication between assigned departments to ensure cost efficiency.
Ensure that major projects are coordinated with appropriate agencies.
Coordinate the development and implementation of a plan to facilitate both internal and external communication.
Facilitate close communication between Information Services and Technology Services to ensure maximum efficiency.
Keep personally abreast of new developments in facility design, operations of systems, maintenance and information techniques and materials to ensure maximum efficiency from operation expenditures.
Perform other incidental tasks consistent with the goals and objectives of this position.
Perform other work-related duties assigned by supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Chief of Information and Technology	<b>Reports To:</b> Superintendent or the Superintendent's Designee	<b>Position Level:</b> Administrative Salary Schedule
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Master's Degree in Educational Leadership, Technology, Business Administration or other related field.
<i>Work Experience:</i>	Minimum of 3 years of successful administrative experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple facilities/schools of the School District of Osceola County in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have long-term impact on the School District.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion, and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, an entire facility/school with full responsibility for effective operation and results.
<i>Planning:</i>	One to Three Years: Formal plans exceed one year, but not three years beyond normal operational planning.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.