CHIEF TECHNOLOGY OFFICER

JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP

PURPOSE: To set the vision and supervise the management of all technology affairs of the school district.

PERFORMANCE RESPONSIBILITIES:

1. Directs the recruiting, hiring, professional development, supervising, and evaluating of all IT Services staff.

2. Coordinates district-wide technology planning, implementation, professional development, and evaluation, including leading the Technology Advisory Council and assisting administrators with all technology-related planning and projects.

3. Develops annual technology budget, obtains outside funding, and approves recommendations and purchases of technology.

4. Assists the Chief Financial Officer in preparation and analysis of the overall district budget as it pertains to the technology needs of the district.

5. Leads and assists CIA Curriculum Coordinators in software selection for support of essential skills and textbook adoption.

6. Arranges for equipment and tools necessary for IT Services personnel to do their job effectively.

7. Maintains an inventory of technology software and hardware within the school district.

8. Plans for and maintains the district computer network and school technology refresh cycle.

9. Serves as liaison with technology vendors, service providers, and related professional organizations.

10. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: October 2015