

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**ASSISTANT SUPERINTENDENT - CHIEF TECHNOLOGY OFFICER**

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Reference Code: A345

Division: Technology and Information Systems Services

Classification: Administrator

Terms of Employment: At-Will, Range 46 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position is responsible to provide leadership and management for all information technology services and operations within the Clark County School District; direct oversight of Networking, Telecommunications, School Technology Deployment, Information Systems, Database Administration, Help Desk, and User Support. This position is directly responsible to the Chief Financial Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Direct, manage, and provide oversight of the operations of the Clark County School District's Technology and Information Systems Division (TISS).
2. Direct, manage, and provide oversight to ensure District standards and the cost-effective utilization of Technology and Information Systems resources are met and maintained.
3. Develop District information technology policies and procedures and ensure compliance with local, state, and federal laws and regulations.
4. Establish guidelines and programs for effective information technology management throughout the District.
5. Provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the District.
6. Provide leadership in the selection, design, implementations, integration, and ongoing support for all information systems throughout the District.
7. Provide vision, leadership, and direction to all employees within the division.
8. Supervise and evaluate the performance of assigned staff.
9. Perform other duties related to the position, as assigned.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university in information management, business administration, computer sciences, or a related field.

**Licenses and Certifications:**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. A minimum of eight (8) years of increasingly responsible experience in a leadership position related to education services and information systems.
2. Satisfactory service in corresponding or related positions, or have previously demonstrated at least eight (8) years of successful supervisory experience related to the administrative position.

**Preferred Qualifications:**

1. Master's degree from an accredited college or university.
2. Three (3) years experience in Chief Information Officer (or similar) position.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

### **Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.