

# Chief Information Officer

## Position Details

Job Code: U7399

Reference Code: A015

Division: Technology and Information System Services

Classification: Professional-Technical

Terms of Employment: At Will, Equivalent to [Step 50 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will be responsible and accountable for planning, leading, managing, and supervising all information technology services and operations within the Clark County School District; to include direct oversight of Central Information Services (CIS), Networking Services, Technical Resources, Telecommunication Services, and User Support Services. The person selected for this position will provide leadership in identifying, assessing, and managing technology needs for the school system and its stakeholders; direct, coordinate, supervise, facilitate, and perform all tasks needed to effect comprehensive integration of appropriate technology into every facet of teaching, learning, and operations; and contribute to the infusion of educational technology into classrooms, libraries/media centers, and District offices by providing highly motivating, full-time executive leadership in all areas of technology planning, implementation, and resource management. This position is directly responsible to the Chief Operating Officer, Operational Services Unit.

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## Essential Duties and Responsibilities

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

1. Provides districtwide vision and leadership for developing and implementing technology initiatives that support District's goals, with an emphasis on integration of technology-based teaching and learning in all classrooms.
2. Coordinates development, refinement, and execution of the learning organization's strategic plan to involve all stakeholders and governance committees in information technology (IT) planning and monitoring.
3. Collaborates with the Superintendent of Schools and Executive Cabinet to make informed IT decisions.
4. Leads IT initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business processes, including those that improve teaching and learning and promote 21st century skills.
5. Provides leadership and direction for the maintenance and support services for client computing technologies, enterprise software, peripherals, and professional learning design and creation.
6. Provides technical assistance to program managers and field-based team leaders on current and emerging information technology initiatives.
7. Ensures that the design, development, and implementation of enterprise applications and infrastructure systems support the needs of teaching, learning, and operational efficiency.
8. Provides strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the District, ensuring support of the District's goals and objectives.
9. Creates and supports cross-functional teams for needs assessment, planning, decision-making, technology support, professional learning, and other aspects of the learning organization's technology program.
10. Manages and monitors the learning organization's data governance and management program.
11. Reviews and monitors adherence to consistent, state-of-the-art technical architecture and IT standards for all products, services, and data systems.
12. Oversees and coordinates all IT functions and closely monitor system access and data, network, and cyber security.
13. Develops and enforces policies and procedures to ensure the protection of IT assets and the integrity, security, and privacy of data entrusted to or maintained by the District.
14. Implements the current District Technology Plan and coordinates ongoing revisions to ensure that technology is leveraged to enhance teaching, advance learning, and increase the effectiveness of business systems.

15. Develops and oversees a fixed asset and human resources program for keeping all IT resources current and state-of-the-art.
  16. Builds awareness among employees of available resources and the role of technology in the instructional process.
  17. Develops and implements an accountability system for measuring the success of the goals outlined in the District Technology Plan.
  18. Develops District IT policies and procedures and ensure compliance with local, state, and federal laws and regulations.
  19. Directs, manages, and provides oversight of the operations of the District's Technology and Information Systems Services Division (TISS).
  20. Directs, manages, and provides oversight to ensure District standards and the cost-effective utilization of technology and information systems resources are met and maintained.
  21. Establishes guidelines and programs for effective IT management throughout the District.
  22. Provides leadership in the selection, design, implementations, integration, and ongoing support for all information systems throughout the District.
  23. Provides leadership in the use of technology to improve student learning, through decisions regarding equipment, infrastructure, application, and software at all levels, in support of the District Technology Plan.
  24. Implements a system of continuous review and improvement of processes and procedures throughout the division.
  25. Serves as a District representative and assume responsibility at local, state, and national meetings, governmental hearings, and events pertaining to areas within the division.
  26. Provides exceptional customer service in support of student achievement throughout the division.
  27. Oversees the development and administration of the annual budget for the division.
  28. Provides vision, leadership, and direction to all employees within the division.
  29. Supervises and evaluates the performance of assigned staff.
  30. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Communicates and collaborates across the organization with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork while maximizing results.
2. Establishes positive relationships with persons regardless of race, color,

religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin with an active commitment to equal opportunity for all students and staff.

3. Demonstrates respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
4. Anticipates problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
5. Promotes an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
6. Exhibits high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
7. Motivates others and designs activities to assist others in meeting organizational goals and demonstrate skills in facilitation of groups to accomplish tasks and to make decisions.
8. Be receptive to new ideas, change, and commit to personal and professional learning.
9. Uses and encourages creative thinking that appropriately challenges current practices, honors diversity, and leads to better learning for all students.
10. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
11. Exemplifies integrity, candor, and high ethical conduct.

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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university in mathematics, business administration, computer sciences or in a related field. A bachelor's degree from an accredited college or university in mathematics, business administration, computer sciences, or a related field and at least ten (10) years of increasingly responsible experience in a leadership position related to technology and information systems services may be substituted for the master's degree requirement.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Experience**

1. A minimum of eight (8) years of increasingly responsible experience in a leadership position related to technology and information systems services.

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**

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.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 03/31/23
- Created: 08/17/21