

# Chief Technology Officer

## Position Details

Job Code: U7394

Reference Code: A345

Division: Technology and Information System Services

Classification: Professional-Technical

Terms of Employment: At Will, Equivalent to [Step 49 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; direct oversight of Central Information Services (CIS), Networking Services, Technical Resources, Telecommunication Services, and User Support Services. The person selected for this position will serve as a member of the Innovative Teaching and Learning Unit Leadership Team in establishing program goals and direction in accordance with the District's policies, regulations, procedures, and standards. 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. Provides leadership and direction for the maintenance and support services for client computing technologies, enterprise software, peripherals, and professional development design and creation.

3. Ensures that the design, development, and implementation of enterprise applications and infrastructure systems support the needs of teaching, learning, and operational efficiency.
4. 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.
5. Develops and enforces policies and procedures to ensure the protection of information technology assets and the integrity, security, and privacy of data entrusted to or maintained by the District.
6. 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.
7. Develops and implements an accountability system for measuring the success of the goals outlined in the District Technology Plan.
8. Develops District information technology policies and procedures and ensure compliance with local, state, and federal laws and regulations.
9. Directs, manages, and provides oversight of the operations of the District's Technology and Information Systems Services Division (TISS).
10. Directs, manages, and provides oversight to ensure District standards and the cost-effective utilization of technology and information systems resources are met and maintained.
11. Establishes guidelines and programs for effective information technology management throughout the District.
12. Provides leadership in the selection, design, implementations, integration, and ongoing support for all information systems throughout the District.
13. 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.
14. Implements a system of continuous review and improvement of processes and procedures throughout the division.
15. Serves as a District representative and assume responsibility at local, state, and national meetings, governmental hearings, and events pertaining to areas within the division.
16. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
17. Provides exceptional customer service in support of student achievement throughout the division.
18. Oversees the development and administration of the annual budget for the division.
19. Exemplifies integrity, candor, and high ethical conduct.

20. Provides vision, leadership, and direction to all employees within the division.
  21. Supervises and evaluates the performance of assigned staff.
  22. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Communicate and collaborate 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. Establish 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. Demonstrate respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
  4. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
  5. Promote an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
  6. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
  7. Motivate others and design 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 and change and commit to personal and professional development.
  9. Use and encourage creative thinking that appropriately challenges current practices, honors diversity, and leads to better learning for all students.
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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: 11/12/08