



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Chief Information and Operations Officer

Reports to: Superintendent of Schools
Department: Information Systems
Compensation: XP-05
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: September 16, 2013

Position Summary:

Responsible for the oversight and administration of Support Services (Health Services, Child Nutrition, Maintenance and Plant Operations, Transportation), and Information Systems Services. Assist with the District's efforts in strategic planning.

Qualifications/Job Requirements:

Education:

- Bachelor's degree required, Master's degree preferred

Experience:

- Ten years experience in the Information Technology field including management of mainframe computers, personal computers and networks (both WANS and LANS).
- Experience in technology strategic planning, network and communications infrastructure design and hardware/software evaluation preferred.

Other:

- Must have proven leadership and management ability.

Duties and Responsibilities:

- Develop and maintain a comprehensive information technology plan for the entire District including instruction and administrative functions.
- Promote policies and practices that enhance the Support/Information Services Departments and/or District.
- Develop plans for the continuing education and development of employees at all levels within the Support Services/Information Systems Services.
- Develop an annual budget for the needs of the Support Services/Information Systems Services Departments.
- Represent the District in business and operational matters such as vendor contracts and labor negotiations.
- Serve on local, state and national committees related to school business, facility management, student services and technology administration.
- Develop and maintain a comprehensive information technology plan for the entire District.
- Participate in the technology strategic planning for the District.
- Supervise all areas of technology.
- Responsible for the implementation of the information technology as outlined in the Bond Referendum.

- Develop proposals and standards for hardware, software and systems applications.
- Monitor and approve the evaluation of District hardware and software.
- Evaluate new developments in technology that relate to the District's automation plans and objectives.
- Assist management in identifying areas to be improved utilizing automation.
- Oversee the maintenance and repair of all technology equipment used in the District.
- Supervise all District technology personnel.
- Serves on the Superintendent's Staff
- Attend all Board of Education meetings as required
- Perform other tasks as assigned by the Chief of Staff