



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Chief Information Officer

Reports to: Superintendent of Schools
Department: Information Systems
Compensation: BL 13
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Develop and maintain a comprehensive information technology plan for the entire District. Participate in the technology strategic planning for the District. Supervising all areas of technology.

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.
- 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.
- Serve on the Superintendent's Staff
- Attend all Board of Education meetings as required