

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### CHIEF TECHNOLOGY OFFICER

#### QUALIFICATIONS

- Bachelor's Degree with a major in a technology, business, engineering, or education field from an accredited institution. Master's Degree in a similar field preferred. Evidence of continuous professional learning related to technology, including recognized industry certifications.
- Five (5) years of leadership/supervision experience managing departments/operations related to information technology or similar function within a complex, multi-unit organization. Experience in a K-12 or higher education setting preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of strategic and operational planning; information security; network architecture; disaster recovery; cloud technologies; Children's Internet Protection Act (CIPA); Family Educational Rights and Privacy Act (FERPA); project management; personnel administration; federal, state, and local laws; financial and cost analysis; and customer service.
- Knowledge of sound business principles and techniques of administration, organization, and management to include an in-depth understanding of the key business issues that exist in a large and complex organization.
- Knowledge of systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, training, evaluation, and operational management.
- Knowledge of key cybersecurity topics such as Data Loss Prevention (DLP), risk assessment, security incident response, firewall, web content filtering, phishing, and ransomware.
- Skill in problem solving, human interaction and conflict management.
- Skill in project management and planning methods to ensure on time, on budget, and as-designed systems go live effectively.
- Effective skills in oral and written communications.
- Ability to leverage technology to improve the performance of core instructional and business processes, including those directly related to educational service delivery (such as human resources, student support services, staff development, student management, and curriculum) and those more directly related to operations regardless of industry (such as procurement, facilities planning, maintenance, construction, and finance).
- Ability to hire, develop, and retain high quality IT professionals.
- Ability to create and manage change in the operating and business processes, for efficiency and cost savings.
- Ability to build the business case and project plans for IT initiatives.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to establish key metrics and measures of department performance in the achievement of SCPS goals.
- Ability to establish and manage vendor relationships to meet the needs of SCPS technology users.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Ability to follow best cybersecurity practices both personally and professionally.
- Ability to relate to all levels of the user community.

#### SUPERVISION

**REPORTS TO** Superintendent  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

*To provide vision, leadership, and implementation of innovative technology strategies in support of the District's mission ensuring technology deployment is aligned with the SCPS Strategic Plan.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Provide strategic and tactical direction to the District for information technology ensuring that the information systems infrastructure effectively supports the District's mission and strategic plan.

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2. \*Lead the information technology management team, overseeing staff responsible for Application Development, Application Support, Network Operations, Field Operations and Technology Implementation.
3. \*Provide leadership in relations between Information Systems and District schools and departments, establishing and maintaining effective communication, and working closely with technology committees.
4. \*Keep the Superintendent's Cabinet and School Board informed of potential problems or issues, as appropriate.
5. \*Oversee technology purchases ensuring that the most appropriate and cost-effective technology and staff is selected to address the defined business need.
6. \*Manage the department budget and associated project budgets in a fiscally prudent manner.
7. \*Prepare the annual three-year technology plan and provide input into the annual Five-Year Capital Improvement Plan for Board review and acceptance.
8. \*Conduct annual performance assessments, ensure ongoing professional development associated with emerging technology trends takes place, and make recommendations for appropriate employment action.
9. \*Develop, maintain, and coordinate procedures that will ensure secure, reliable, and well-supported technology systems and services.
10. \*Visit school campuses regularly to collect stakeholder feedback, communicate department initiatives to school leadership teams, and identify opportunities for technology systems enhancement.
11. \*Exercise proactive leadership in promoting the vision and mission of the District.
12. Perform other duties as assigned by the Superintendent.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

AO-P01 **\$95,517 - \$146,521**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 1  
EEO-5 Line 3  
Function Vary  
Job Code 1458  
Survey Code 72004

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

February 9, 2021  
June 22, 2004

ADA Information Provided by Joseph Ranaldi  
Position Description Prepared by Joseph Ranaldi

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*