



Chief Information Officer

Job Description			
Position:	Chief Information Officer	Date Revised:	1/20/2025
Department:	Administration	Job Type:	Full-Time
Reports To:	Chief Education Officer	FLSA Category:	Exempt
Placement Schedule: Placement Schedule 2, Paygrade 39			

POSITION SUMMARY:

The Chief Information Officer (CIO) is responsible for overseeing all aspects of the organization’s technology infrastructure, including network management, software applications, hardware maintenance, data security, and ensuring technology effectively supports teaching and learning, while aligning with the school's budget and strategic goals. The CIO leads, directs, and evaluates the IT Technicians, System Administrators and other IT staff within the organization.

KEY RESPONSIBILITIES:

- Directs, manages, and oversees the operations, activities, and services of all IT department offices.
- Provides strategic leadership in anticipating and developing appropriate and innovative responses to future needs and challenges regarding the organization’s information technology program, ensuring alignment with Haven Schools overall strategic vision, mission, goals, and objectives.
- Serves as a member of the organization’s leadership team to actively participate in district-wide planning, implementation, and evaluation and is responsible for improving the quality of services, products, and processes related to information technology through training, automation, and redesigning of business processes and practices.
- Advocates and supports development and execution of plans and programs that fulfill the service and technology needs of Haven Schools.
- Ensures that the design, development, and implementation of enterprise applications and infrastructure systems support the needs of teaching, learning, and operational efficiency.
- Monitors the progress of major organization-wide IT projects, identifies any developing problems, and participates in major problem resolution.
- Provides organization-wide direction in the development and enforcement of IT policies, standards, and practices including those associated with the protection of IT assets and the integrity, security, and privacy of data entrusted to or maintained by the district.
- Assumes programmatic, fiscal, and personnel responsibility for the department; develops and manages the department's annual operating budget.
- Develops and updates the Haven Schools Information technology plan providing a framework for application development, standardization, prioritization of projects, purchasing guidelines, and the use of technology in the classroom.
- Represents Haven Schools on department-specific matters at the national, state, regional, and local levels and promotes strategic relationships between internal IT resources and external entities, including government, vendors, and partner organizations.
- Ensures compliance with federal, state, and local legislation.
- Maintains current knowledge of developments in relevant technology to be leveraged to improve district-wide IT functions.
- Recommends, evaluates, and participates in professional development for the IT department.
- Performs other duties as assigned.



Chief Information Officer

QUALIFICATIONS:

- Bachelor's degree in computer science, information technology, or related field. (required)
- Minimum of five (5) years of progressive leadership experience in IT leadership preferably within a large and complex organization, with a focus on education technology.
- Experience managing large-scale IT projects, including infrastructure upgrades, software implementations, and digital transformation initiatives.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is performed in a fast-paced, high volume, office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____