



Title: Chief Technology Officer
Reports To: Superintendent

FLSA: Salaried-Exempt
Updated: August 2019

External/Internal Posting and Position Summary

Providing over-all coordination, supervision, direction, management, network administration, systems management, support and leadership in Technology of assigned personnel, programs, and operations by fulfilling a broad range of network administration and systems on behalf of the COPESD and its constituent districts.

Primary Duties and Responsibilities

(Essential functions in terms of the American's with Disabilities Act)

- Supervises and Directs the Technology services and staff; and assigns them to identified work tasks appropriate to skill level.
- Leads the development and directs the implementation of strategic and/or operational plans, projects, programs, and systems for department services that align with the purpose and plans of the organization.
- Consults with and serves as an information source for COPESD and constituent school districts' staff on technology practices, materials, equipment uses, and acquisitions.
- Develops, recommends, and oversees the implementation and evaluation of district-wide policies, standards, practices, and security measures to assure the integrity and reliability of computerized information, data, and communications systems.
- Leads the design, engineering, maintenance and administration of the ESD's technology and networking Infrastructure including all hardware components and documentation.
- Responsible for Network security and preventative efforts for the establishment and use of security measures such as firewalls and other applicable hardware and software to prevent security breaches of District assets and information.
- Assists in investigation of breach of technology systems and suspected violation of board policies.
- Directs and/or personally conducts and completes specification, negotiations, bidding and related processes for the acquisition, lease, installation, modification, and operation of district information systems projects, equipment, hardware and services in compliance with Board Policy and State Law
- Ensures and provides technical support, including installation, configuration and upgrades for the operation of computer systems for the ESD and constituent districts.
- Oversee and implements programs to ensure the efficient operation of district facilities and vehicle fleet.
- Directs the distribution of work to personnel identified in the IT Support ticket system; Liaison between Administration and Support Staff for Technology Support
- Evaluates staff training and development needs and oversees the development and delivery of learning opportunities and experiences which will enable staff to maintain and enhance technical skills and capacities to serve.
- Promotes and supports organizational culture by reinforcing Board of Education goals, policies and procedures.
- Actively facilitates and/or participates in committee, department and administrative meetings (where applicable) and appropriately communicates the information.
- Performs appropriate human resource functions necessary for hiring, coaching, evaluating, disciplining, discharging and supervising staff in accordance with established policies and procedures.
- Assists in the development of applicable department budgets for Technology expenditures and reviews and controls the expenditure of funds and (where applicable) present recommendations to Board.
- Annually complete and monitor for compliance all USF/Erate documentation on behalf of the ESD and Consortium.
- Lead Quarterly LEA Technology Director meetings each school year.
- Leads multiple projects and support/motivates effective teamwork to produce quality goods and services.
- Represents the District at the state and local levels on matters related to Technology Services.
- Serves as liaison with federal, state, and local agencies to provide better understanding and sharing of programs, services and resources.
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Primary Duties and Responsibilities (continued)

- Maintains and applies up-to-date knowledge of rules and regulations associated with federal and state programs including: FCC, federal and state reporting mandates for business and student data management systems, federal and state technology funding and state procurement laws to ensure confidentiality of information and security.
- Keeps informed about all types of information resources, both instructional and management-oriented, in all media formats and remains up-to-date on trends and developments regarding their use.
- Predictable, reliable, and punctual attendance.
- Other responsibilities as assigned at the direction of the Superintendent.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Bachelor's degree (or Higher) in computer science, Informational Systems and/or advanced technical training or other acceptable alternatives as determined by the Board.

Experience: Minimum of three years related experience in a progressively larger network environment required. Minimum of three years of proven leadership in managing other staff in an educational and/or technical environment.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Certificates, Licenses, or Registrations: Microsoft, Cisco CCNP, VMware, Security+ Firewall, and MCSE preferred

Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Ability to be punctual and maintain regular & reliable attendance for all employment commitments.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Ability to effectively present information and respond to questions from individuals or groups.
4. Ability to effectively manage multiple tasks to meet deadlines.
5. Ability to consistently and reliably perform all duties of the position.
6. Experience engineering and managing Storage Area Networks desired.
7. Experience engineering and managing and working in virtualized server environments desired.
8. Experience in engineering and managing a centralized firewall solutions (Cisco/PF Sense and Fortigate) and content filtering solutions.
9. Design knowledge of routers, layer 2 and layer 3 switching, Server 2012-16 and VM Ware Applications
10. Ability to travel to and from work sites.
11. Available and willingness to respond 24/7 for emergency situations related to job duties
12. Ability to exercise good judgment and make decisions in accordance with policies and procedures.
13. Demonstrated experience in setting up, maintaining, and troubleshooting electronics equipment and networks.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
15. Ability to interpret and apply a variety of instructions furnished in written, oral, diagram or schedule form.
16. Ability to plan and manage a complex and integrated program of information technology and to evaluate the feasibility, merits and costs of information systems projects.



17. Ability to work effectively with district administration and staff, contract vendors, and representatives of other public agencies.
18. Ability to motivate, direct, train, develop others, stimulate teamwork, and promote cohesiveness to achieve goals.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to operate a computer, view video display terminals reach with hands and arms, sit, use hands to finger to grip, handle or feel objects, tools or controls, talk and hear. Ability to lift up to 50 pounds, such as printers, CPUs, monitors, etc. Specific vision abilities required by this job include close vision and ability to adjust focus. Able to operate a personal motor vehicle as necessary.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate; work environment is fast-paced and dynamic.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job as determined by the board.

Terms of Employment

Annual Work Days: 260- (8 hour days)
Salary Range: \$67,500-\$76,370 based upon Experience, Qualifications and Degree Requirements. A full fringe benefits package is also offered.

Evaluation:

Performance for this position will be evaluated in accordance with applicable board policies of the C.O.P.E.S.D. regarding Staff Evaluation. This position reports to the Superintendent or his/her designee.

Application Deadline: ***August 23, 2019 at 3:00 p.m. (or until filled)***

Anticipated Start : ***September 16, 2019***

Application Procedure:

Qualified Applicants may apply in hard copy with a Resume and Credentials to:

Mr. Jamie R. Huber- Superintendent
C.O.P.E.S.D.
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: huberj@copesd.org

This job description and posting is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship other than at-will. Employment in this positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is at-will, and terminable either by the employee or the employer at any time, with or without cause, except as otherwise provided by law.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees