

## CHIEF OF TECHNOLOGY

<b>SPA License Status:</b>	<i>N/A</i>
<b>SPA Probation:</b>	<i>Exempt</i>
<b>FLSA Status:</b>	<i>Exempt</i>
<b>Supervisor:</b>	<i>Superintendent</i>
<b>Supervises:</b>	<i>Director of Instructional Technology, Executive Director of Informational Technology, Executive Director of Information Operations</i>
<b>Salary Schedule:</b>	<i>Superintendent Executive Salary Schedule (Assoc Supt)</i>
<b>Terms of Employment:</b>	<i>8 hours / 12 months</i>
<b>Job Goal:</b>	<i>To provide district leadership in the areas of technology, information operations, online teaching and learning, and instructional technology.</i>

### Minimum Qualifications

- 1. Valid New Mexico Public Education Department (PED) PK – 12 Administrative License*
- 2. Minimum of five years' administrative experience.*
- 3. Minimum of five years' successful teaching experience.*
- 4. Undergraduate/Graduate degree in computer science, computer networking, or information technology (preferred)*
- 5. Bilingual English/Spanish (preferred)*
- 6. Experience managing the design and implementation of technology infrastructure, technology software ecosystems and technology-related hardware deployment.*
- 7. Experience managing federal, state and local funds in the development of a sustainable and safe technology ecosystem.*
- 8. Curriculum development and program design experience in the area of online teaching and learning.*
- 9. Experience managing a learning management system.*
- 10. Knowledge of FERPA, CIPA, and other federal requirements as it relates to the safe and secure handling of student data.*
- 11. Demonstrated leadership in the development and management of instructional technology professional learning.*
- 12. Knowledge of federal and state accountability systems and assessments.*
- 13. Strong organizational, communication, and interpersonal skills.*
- 14. Demonstrated leadership ability in working with administrators, teachers, staff and other stakeholders.*
- 15. Ability to use technology for dissemination of information, and development of reports.*

16. Strong analytic, problem-solving, and planning skills.
17. Knowledge of strategic planning processes.

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## **Job Duties**

### **Virtual Learning Academy/Instructional Technology**

1. Provide leadership support, monitor, coordinate, and supervise Virtual Learning Academy programs across the district including the Virtual Learning Academy and New Mexico Virtual Course Consortium.
2. Supervise and evaluate the Director of Instructional Technology.
3. In collaboration with central staff, develop the instructional technology professional development plan for the district, aligning training with the district's strategic plan.
4. Oversee the VLA course accreditation process.
5. Manage district level technology events including substantial leadership roles in district esports, district media broadcast events, district professional training (annual technology conference), etc.
6. In collaboration with the Director of Instructional Technology, manage instructional software inventory for district, ensuring software licensing compliance and FERPA and CIPA compliance.

### **Information Operations**

7. Management of the district student information system including technical troubleshooting and overall administrative oversight.
8. Oversees development and implementation of district information systems that optimize statistical efficiency and data quality.
9. Ensures integration between district information systems that enforce data integrity.
10. Works closely with district leadership to make stakeholders aware of any technology and information operations-related obstacles.
11. Oversees data and student information system related professional development.
12. Guides student records department with safe systems and structures to manage district student records in accordance with policy.

### **Technology Support Services**

13. Oversees and supervises the functions and operations of the Technology Support Services Department.
14. Ensures TSS compliance with e-rate funding system.
15. Manages the school district 1:1 laptop initiative to include managing all inventory, refresh plans, and student and staff related policy.
16. Oversees the overall cybersecurity safety posture of the school district.
17. Works closely with district leadership to make stakeholders aware of any technology-related obstacles.
18. Oversight and administrative leadership on district-level technology projects, with a focus on equitable access for all.

**Other**

- 19. *Complies with local, state and federal rules and regulations*
- 20. *Trains, supervises, and evaluates assigned staff.*
- 21. *Promotes an organizational climate that is informative, timely, and responsive.*
- 22. *Participates in professional development activities and maintains current knowledge in education trends.*
- 23. *Maintains positive and effective working relationships with students, staff, and the school community.*
- 24. *Maintains current knowledge and understanding of District policies.*
- 25. *Communicates and displays courteous and professional behavior toward the Immediate Supervisor, School and District Administrators, staff and peers.*
  
- 26. *Exhibit professionalism by maintaining good attendance and adhering to an established work schedule.*
- 27. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 28. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff, and peers.*
- 29. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
- 30. *Evening and weekend work may be required.*
- 31. *Perform such other tasks as may be assigned.*

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**MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS**

*Various machines and equipment including computer, telephone, instructional technology.*

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**WORKER TRAITS—Aptitudes**

- 1. *Verbal ability required to understand oral and written instructions*
- 2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
- 3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
- 4. *For further information regarding worker traits, please see attached job analysis*

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**EVALUATION**

*Performance of this job will be evaluated in accordance with provisions of the Board of Education’s policy on evaluation of professional personnel.*

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*I accept this position offered and agree to the above job description.*

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Approved By* \_\_\_\_\_ *Date* \_\_\_\_\_

