



Chief Information Officer

Reports to: Superintendent

Structure/Grade: DPC

Division: Information Technology

Workdays: 246 Days

Position Summary

Manage and maintain oversight of the District's management information system and programming activities, ensuring systems design, programming, and documentation procedures are up to date and effectively operated. Assume full responsibility for the function, contributing to the overall strategy of the organization. Provide leadership and direction to multiple teams through lower-level leadership and management. Create and inspire the organization's overall vision, mission, and strategic goals.

Essential Job Duties

- Analyze needs regarding information retrieval, data control, and the expanded use of computing and data processing equipment in DeKalb County School District (DCSD) operations and processes.
- Provide guidance and counsel to DCSD leadership in examining and defining objectives for existing or proposed information systems, designing improved systems utilizing computing and data processing equipment.
- Recommend the location, type, size, and equipment for each data processing installation within DCSD policy limits; recommend appropriate staffing consistent with the workload.
- Direct the preparation and installation of data processing procedures and systems, including designing source documents, technical direction of operations, and assistance in management report formatting.
- Conduct a continuous review of current systems/methods while formulating new/revised systems to improve efficiency, reduce costs, and enhance effectiveness across DCSD.
- Apply vast experience with macro/micro factors to create an inspiring vision for the organization's strategic goals; tackle multi-dimensional problems with high complexity.
- Oversee the development and implementation of policies and procedures required to meet regulatory requirements, operational targets, and financial goals.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Develop long-term talent plans to executive organization strategies.
- Perform additional duties as assigned.

Qualifications

- Master's degree or greater in Educational Leadership, Information Technology Management, or a closely related field with 10+ years of experience required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above, or eligibility for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.



Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures
- Knowledge of computer system design, data management techniques, hardware/software systems, operating system language processors, telecommunications, and computer performance monitoring
- Knowledge of budget management and fiscal management practices
- Ability to share a compelling vision and strategic direction that inspires others to action, setting high standards and leading others through change
- Ability to apply vast experience, knowledge of macro and micro factors, and clear vision to guide the organization's impact
- Ability to solve highly complex multi-dimensional problems
- Ability to create overall organizational growth strategies internally and influence the external marketplace
- High level of financial literacy, and the ability to maintain accountability for financial plans and goals
- Ability to oversee policies and processes that have significant operational and financial impact on the organization
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Superior communication skills and the ability to interact with and influence other organization and industry leaders
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 01/09/2025