

Carlisle County Schools
Job Description
Chief Information Officer

An individual serving as Chief Information Officer must hold a valid Kentucky certification for the position. It is the individual's responsibility to maintain certification. The CIO reports to the superintendent.

The job goal is to support, maintain, and recommends technology that will support both instructional and business needs of the in a manner that results in measurable improvement in student academic achievement.

PERFORMANCE RESPONSIBILITIES:

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

Plan, design, support technology for instructional and business purposes.

Assist schools in implementing technology for student instruction including troubleshooting and professional development.

Inventory and maintain all technology resources.

Ensure compliance with state and federal standards.

Promotes a positive school climate both internally and externally. Information is maintained on school website, Infinite Campus, newsletters, meetings, press releases or other means to keep students, parents, and community informed about school technology.

Provide user support to schools. Leadership in implementation of student instructional technology.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Takes all necessary and reasonable precautions to ensure the safety of students and staff.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff.
Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the Superintendent.