

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Personnel Services**

**Classification:** CHIEF INNOVATION AND INFORMATION OFFICER  
**Employment Category:** Management/Supervisory

**Salary Range:** 30  
**FLSA Designation:** Exempt

**Job Summary:**

Under direction of the Assistant Superintendent of Educational Services, this position provides proactive, collaborative leadership in the development, implementation, and support of a shared vision of innovative best practices for educational technology among all education stakeholders, including students, teachers, staff, school and district administrators, parents and community; participate in long-range strategic planning; assist with developing system-wide budget, plans, policies and activities.

**Essential Job Functions:**

- **Lead, inspire, and facilitate** a shared vision for all stakeholders that uses digital-age resources to meet and exceed the district's student learning goals through effective and innovative instructional practices, tools and applications.
- **Embrace and communicate** a strategy that embeds 21st century skills into every aspect of education; develop and implement applicable policies and standards.
- **Develop and implement** the processes, policies, budgets, accountability measures, and incentive structures to support the use of digital resources for student learning and in district and school site operations.
- **Design and maintain** a robust 21st century technology infrastructure including integrated, interoperable systems to support management, operations, teaching and learning.
- **Develop and implement** strategies to ensure equitable access to appropriate digital tools and resources to meet the needs of all learners.
- **Develop and implement** strategies to align curriculum, assessment, accountability, virtual/blended learning, and professional development to support 21st century learning environments.
- **Participate** in local, national and global learning communities that stimulate innovation, creativity and digital age collaboration; engage educators, employers, community members, parents, and policymakers in an ongoing dialogue that provides recommendations and advice about 21st century education.
- **Establish** policies and practices for the safe, legal, and ethical use of digital information, technology, and social media.
- **Work with** the District's government relations representative to advocate on local, state and national levels regarding policies, programs, and funding to support implementation of K-12 educational technology.
- **Plan, organize, and direct** the functions of the district-wide technology program, including computer skills curriculum training, computerized business applications, central computer management and maintenance, student information management, research and reporting, networking and technical support, communication installations, wide area network, distance learning systems, and computer repair service and maintenance; ensure that backup/recovery plans and security standards exist and are followed for all systems.
- **Provide** assistance to educational leaders in implementing technology staff development activities and training.
- **Promote** the use of technology for instruction in various subject areas and to provide resources and materials for educators.
- **Work with** other departments to organize program evaluation services (development, administration, interpretation, and reporting) for the district and design surveys and other data collection instruments.
- **Oversee** data analysis, data reporting, and research activities related to district, state, and federal programs; oversee districtwide data processing, instructional technology, information management, information highway program, technical support, and computer repair functions.
- **Make** written and oral presentations to the Board of Education, principals, teachers, parents, and community groups; maintain various records and create summary reports.
- **Evaluate and recommend** digital curriculum and assessment resources for seamless integration into student learning; stay abreast of emerging trends regarding effective use of technology and evaluation of new technologies that can improve student outcomes.
- **Supervise and conduct** personnel administration duties for direct reports, including evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
- **Perform** special projects and related duties as assigned.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to communicate effectively with principals and site administration. Skill to manage personnel and services, supervise personnel and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill in understanding and applying collective bargaining agreements. Knowledge of values and benefits of 21st Century digital literacy skills and global awareness. Knowledge of operating characteristics, capabilities, limitations, and service requirements of computers and auxiliary equipment. Knowledge of effective organizational development principles and practices. Knowledge of long-range technology plans, development methodology and development standards. Knowledge of federal, state and local policies and procedures regarding instructional technology. Knowledge of appropriate uses of technology for instruction and the application to the Common Core State Standards. Knowledge of current literature, trends, and development in the technology field. Knowledge of educational research methodology, including research design, program evaluation and data analysis. Knowledge of techniques and strategies for managing a large, diverse organization. Knowledge of principles and techniques of budget preparation and control. Knowledge of principles and practices of administration, supervision, and training. Knowledge of applicable laws, codes, regulations, policies, and procedures. Ability to successfully lead and implement major projects or programs through bold, innovative, and progressive thinking. Ability to provide leadership and direction in assigned functions. Ability to create, lead and support a districtwide digital age culture. Ability to review existing and pending legislation related to assigned programs and recommend origination,

modification, or support of legislative measures. Ability to maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations. Ability to communicate effectively both orally and in writing, motivate assigned staff, collaborate with colleagues and cultivate strategic partnerships. Ability to use tact, patience and courtesy and other positive interpersonal skills. Interpret, apply and explain rules, regulations, policies and procedures. Ability to establish and maintain cooperative and effective working relationships with others. Ability to operate a computer and assigned office equipment. Ability to analyze problems, make decisions, and be responsible for those decisions. Ability to meet schedules and time lines. Ability to work independently with little direction. Ability to plan and organize work. Ability to supervise and evaluate the performance of assigned staff.

- **Physical Requirements:** Employees in this classification stand, walk, and/or sit for extended periods of time, use fingers repetitively, use both hands simultaneously. May sit for long periods of time in front of a computer. Must hear and speak to exchange information and make presentations, and must see to read and write reports. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside in an office setting, with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions.
- **Education and Training Required:** A bachelor's degree is required, and an advanced degree is preferred. Must have a combination of training, experience, and/or education in computer science, information management, or related field. Minimum of three (3) years' experience as a classroom teacher or equivalent experience (especially as it relates to educational technology), five (5) years management experience, preferably as Principal or Assistant Principal.
- **Licenses, Certifications and Testing Required:**
  - Valid California Administrative Credential
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Driver's license.

Approved by Board of Education \_\_\_\_\_