



Job Title: Chief Information and Operations Officer

Department: Information Systems
Reports to: Superintendent of Schools
Grade: XG-05
Number of Days: 12 Months
Overtime Status: Exempt
Last Revised Date: March 6, 2014

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Responsible for the oversight and administration of Support Services (Health Services, Child Nutrition, Maintenance and Plant Operations, Transportation), and Information Systems Services. Assist with the District's efforts in strategic planning.

Qualifications/Job Requirements:

Education:

- Bachelor's degree required; Master's degree preferred

Experience:

- Ten years' experience in the Information Technology field including management of mainframe computers, personal computers and networks (both WANS and LANS)
- Experience in technology strategic planning, network and communications infrastructure design and hardware/software evaluation preferred

Other:

- Must have proven leadership and management ability

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develop and maintain a comprehensive information technology plan for the entire District including instruction and administrative functions
- Promote policies and practices that enhance the Support/Information Services Departments and/or District
- Develop plans for the continuing education and development of employees at all levels within the Support Services/Information Systems Services
- Develop an annual budget for the needs of the Support Services/Information Systems Services Departments
- Represent the District in business and operational matters such as vendor contracts and labor negotiations
- Serve on local, state and national committees related to school business, facility management, student services and technology administration
- Develop and maintain a comprehensive information technology plan for the entire District
- Participate in the technology strategic planning for the District
- Supervise all areas of technology
- Responsible for the implementation of the information technology as outlined in the Bond Referendum
- Develop proposals and standards for hardware, software and systems applications.
- Monitor and approve the evaluation of District hardware and software
- Evaluate new developments in technology that relate to the District's automation plans and objectives
- Assist management in identifying areas to be improved utilizing automation
- Oversee the maintenance and repair of all technology equipment used in the District
- Supervise all District technology personnel
- Serves on the Superintendent's Staff
- Attend all Board of Education meetings as required
- Display ability to work collaboratively with others on a team
- Perform other tasks as assigned by the Chief of Staff

Supervisory Responsibilities:

- Staff of the Information and Analytics Office and/or the Operations Department

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Be able to sit for long periods of time without a break
- Frequent use of electronic mail
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises
- No exposure to chemical or health hazards
- Primarily require working indoors in environmentally controlled conditions
- Normal effort or occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.