



**STATE OF LOUISIANA**  
**DEPARTMENT OF EDUCATION**  
**RECOVERY SCHOOL DISTRICT**

1641 Poland Avenue, New Orleans, LA 70117  
504.872.0600 • www.nolapublicschools.net



***Title:***

Chief Information Officer

***General Description and Goals:***

The Recovery School District of New Orleans has an excellent opportunity for an innovative, results-oriented individual. The successful candidate will possess the expertise to lead RSD's information system's growth and the strategic objectives of effectively supporting and facilitating high quality teaching and learning in our schools as well as administrative efficiency and effectiveness.

The Chief Information Officer's (CIO) role is to provide vision and leadership for developing and implementing information technology initiatives throughout the RSD system. This individual will be responsible for all aspects of RSD's information technology and systems and will oversee the instructional and administrative technology departments of the RSD. The CIO will facilitate collaboration with RSD's leadership to implement and operate the master plan for information systems in support of RSD's growth and strategic objectives. Emphasis will be placed on the use of technology to accelerate best practices in teaching and learning.

***Terms:***

Managerial, 12 months. Salary will be commensurate with qualifications and responsibilities.

***Reports to:***

Deputy Chief Operating Officer

***Responsibilities:***

1. Oversee process for developing RSD's IT vision and strategic plan:
  - Set priorities and allocate resources to serve the system best as a whole, focusing on developing an IT environment promoting teaching and learning.
  - Convene and/or participate in committees that plan and/or implement technology (including an IT steering committee).
2. Provide an overall framework for IT (architecture, standards, policies and procedures) for both instructional and administrative technology needs.
3. Participate with other state and city agencies as well as school districts in technology planning efforts and with other large school districts nationally in sharing best practices.

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4. Provide advice and counsel on technology-related issues such as business process reengineering, continuous process improvement, and IT governance.
5. Secure and manage necessary resources from the general budget, grants, partnerships, and donations for the implementation of technology plans.
6. Establish and monitor IT performance metrics, including budget/spend assessments, IT portfolio management, IT cost containment, as well as student achievement, using technology in teaching and learning.
7. Ensure IT infrastructure (network and computers) is robust, scalable, reliable and secure.
8. Ensure effective management of relationships with RSD customers:
  - Increase schools' and departments' self-sufficiency within District's standards and policies, and
  - Ensure students and employees have the training needed to use IT effectively.
9. Develop sourcing strategies and manage relationships with partners
10. Represent the RSD to external stakeholders on IT-related matters, responding to requests for systems-generated reports for schools, central offices, as well as city, state and federal agencies, ensuring accuracy and quality of information.
11. Oversee and support the effective operations of the instructional and administrative technology departments
12. Provide high quality, cost-effective IT services
  - Planning and Administration
  - Application selection and rollout
  - Computer operations and data requests
  - Network planning, installation, and operations
  - User Support (help desk, technical support, planning support)
13. Recruit and develop a high-performing team of IT staff.
14. Leverage external relationships with community, vendors, and foundations to get the most for the district.
15. Coordinate and support professional development of all IT professionals

### ***Qualifications***

Required:

- A. Degree in Information Systems, Business, Public Administration or related field. (Master's preferred)
- B. Must have at least 5 years of experience in information systems strategic planning. Public sector or educational setting is preferred.
- C. Must be a leader with visionary thinking and strong quantitative and analytical/mathematical skills.

- D. Must have an exceptional ability to communicate orally and in writing and able to forge strong relationships, both internally and externally.
- E. Must be able to intelligently articulate a strategy in a clear and appropriate manner and able to influence others through persuasion, expertise, and use of data.
- F. Must have expertise in leveraging technology to support teaching and learning on a large scale.
- G. Must be able to plan and execute within the constraints of limited financial resources.
- H. Must have in-depth knowledge of current IS trends and practices with the ability recommend appropriate strategies based on the greatest return on investment.
- I. Must have the ability to manage and prioritize multiple projects and responsibilities.
- J. Must have a proven ability to understand stakeholder abilities and motivations and develop change management strategies to ensure effective implementations.
- K. Must have the ability to create and manage change with the schools' operating and business processes for efficiencies and effectiveness.
- L. Should be a mentor who has inspired, trained and developed people for promotion.



Job Requirements:

1. Must be able to sit, stand, walk, reach, bend and lift up to 10 pounds.
2. Must be able to communicate in Standard English, both orally and in writing.
3. Must be able to give and receive information electronically.
4. Must be able to communicate successfully and pleasantly with school and district personnel and the public.
5. Must be able to work cooperatively with others.
6. Must be able to respond positively to supervision and accept suggestions for improvement.
7. Must be able to understand and interpret written and verbal instructions.
8. Must keep accurate and up-to-date records.
9. Must comply with state and district regulations, policies and procedures.
10. Must be able to plan and implement appropriate education programs.
11. Must be able to use effective classroom management techniques.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals

_____	_____	_____	_____
Director	Date	Human Resources	Date

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date