

Chief Technology Officer (CTO)

JOB DESCRIPTION



SALARY: State Director Salary Scale

FLSA STATUS: Exempt

REPORTS TO: Assistant Superintendent of Support Services **SUPERVISES:** Technology Services Staff

JOB SUMMARY: The Chief Technology Officer (CTO) for Buncombe County Schools provides strategic leadership and oversight for the district's comprehensive technology program, supporting over 45 sites and over 25,000 students and staff. Operating under limited supervision, this role manages the critical network infrastructure—including high-speed networks, cybersecurity, data systems, and hardware essential for modern instruction and administrative operations.

The Chief Technology Officer is responsible for the development and implementation of the district-wide Digital Learning Plan, ensuring alignment with ISTE, NC Digital Skills, and Digital Learning Standards. Key areas of supervision encompass instructional technology, network operations, E-Rate programs, and technical support. Beyond hardware deployment and repair, the role manages integrated communication tools, cyber-security, security cameras, and door access controls.

As a senior administrator, the CTO oversees budget development, organizational growth, and professional development to foster digital citizenship and innovative learning environments. By partnering with district stakeholders, the CTO implements efficient solutions that safeguard sensitive information while enhancing educational outcomes. This position requires considerable tact and professional courtesy, as it serves as the primary architect for the technology strategies that drive the district's operational effectiveness and academic success.

PREFERRED QUALIFICATIONS: The qualifications listed below are representative of the knowledge, skills, and/or abilities preferred.

- Master's Degree in Information Technology Management, or Master of Business Administration, or Master's of School Administration with a Bachelor's concentration in computer science or information technology.
- 5+ years in IT leadership with K-12 experience preferred.
- NC 077 (Instructional Technology Specialist) or equivalent license preferred.
- North Carolina CeCTO Certification and/or Certified Education Technology Leader (CETL) preferred.
- Experience in school finance, E-Rate, and state budget management preferred.
- Cybersecurity (CISSP, CISM) credentials preferred.
- Experience in Wide Area Networks (WAN), central network operations, 1:1 device deployments, and Public School Unit (PSU)-specific security systems preferred.
- Experience in requirements of FERPA (student privacy), CIPA (internet filtering), and state-level reporting (DLMI) preferred.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Supervises all technology services staff with direct responsibility for interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; and resolving problems.
- Provides leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives, strategies, evaluation, infrastructure, budgeting and collaboration with others.

- Supervises and works with instructional technology staff to determine and implement appropriate uses of technology for instruction in the various subject areas and to provide courseware and materials for ensuring alignment with ISTE, NC Digital Skills, and Digital Learning Standards.
- Collaborates with teachers and staff to provide new technologies to improve student performance and learning.
- Supervises and works with technical staff to plan for, design and manage all network operations not limited to wide area networking, email, Internet, and operational support of these systems.
- Uses the state and local technology plans to establish standards for the purchase of equipment, hardware, software, and supplies for instructional technology integration and management activities according to the local purchasing guidelines as well as system license agreements.
- Prepares and administers budgets for the technology program; evaluates expenditures to ensure proper allocation of funds and adherence to organizational accounting requirements, and coordinates with other departments or agencies to ensure maximum services and resources.
- Represents the Board and Superintendent in all technology related issues
- Communicates the Digital Learning Plan across the school system and serves as a liaison for the school system and its technology initiatives before various local, state and national organizations.
- Keeps current on new developments in educational technology through product reviews, conference attendance and visits to other sites; shares information and research with technology personnel and educational leaders.
- Supervises and works with technical equipment repair staff to ensure all technological equipment is serviced as required in a timely manner.
- Monitors new projects to ensure proper function of the system or software application and ensures timely delivery.
- Facilitates the district's Media Advisory Technology Committee and other necessary technology-related committees. Participates in district/central office committees as directed.
- Follows all federal, state and local Board of Education policies, especially those that relate to student safety and confidentiality.
- Perform other duties or assume additional responsibilities as assigned.

PHYSICAL REQUIREMENTS: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties performed typically in a school office setting.
- Walking, standing, stooping, lifting, exerting up to approximately 30 pounds of force occasionally; other physical activities may be required.

MONTHS OF EMPLOYMENT: 12 Months

EVALUATIONS: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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Follow the Hiring Process instructions on the Buncombe County Schools' website:

www.buncombeschools.org/hiringprocess