



BC HIGH

Position Description

Position Title: Chief Information Officer

Created/Updated: 7/1/2020

Department / Division: Information Technology

Reports to: Senior Vice President Administration & Finance

Position Status: Exempt/Full-Time

Position Summary:

The Chief Information Officer's primary role is to oversee the Information Technology department at BC High. The CIO's responsibility is the management of the personnel within IT, establishing goals and advancing the professional development of the team. The CIO in collaboration with the Senior VP for Administration & Finance, sets the strategic direction of IT at the school, everything from software databases employed, the management of devices used by students and employees, security protocols, daily helpdesk needs, to instructional technology needs from academics. The CIO manages a staff of five IT professionals with a focus on classroom technology, cyber security, data modernization and AV needs for events.

- Manage the services offered by BC High IT Services to ensure they meet the needs of students and staff. Evaluate and recommend new or existing technologies to reduce costs and increase academic and administrative value.
- Work collaboratively with academic leadership to ensure classroom technology meets the needs of teachers and students. Work with managers across the school to identify new software or processes to improve efficiency and operational functions.
- Maintain communication with constituents and users. Communicate IT plans, emerging technologies and how they enhance our school. Ensure that technology, systems and services meet the needs of users.
- Work collaboratively with Dir of Finance, HR and Director of Facilities to fund and plan the execution of capital and operational plans.
- Ensure that technology is leveraged in support of the strategic goals of the school. Work with school leadership to leverage underlying technology to enhance business process management, to increase revenue and savings and to meet strategic goals.
- Identify technology platforms and partnerships, negotiate contracts and coordinate and manage vendor relationships.
- Ensure the annual investments in technology are effectively managed to meet the strategic goals of the school.
- Ensure that projects are appropriately planned, resourced and completed.
- Responsible for the protection of company assets and the security program.

- Identify and manage risk factors within information technology e.g. business and learning continuity, disaster recovery, data breaches, identity access management and security awareness training.
- Build IT policies and procedures that ensure the availability, integrity and confidentiality of data, that detect and prevent network intrusions and ensure the security of physical and virtual IT systems and endpoints.
- Oversee the implementation of data security policies. Build a culture that values privacy and security.
- Manage incident response, forensics, and communications. Oversee testing of incident response and the incident response team.
- Oversee the maintenance of databases, reporting and sharing solutions in support of administrative operations.
- Use the school culture and context to understand the challenges of users and departments to make appropriate technology-based recommendations.
- Explain technical scenarios in plain terms.
- Build consensus for initiatives that drive innovation and increase academic and administrative value.
- Coordinate, evaluate and select enterprise applications that are secure, cost effective, can integrate into our environment efficiently and meet compliance with MA law and industry best practices.
- Lead decisions with school leadership related to cloud, mobile-first computing, big data and analytics, social collaboration platforms, AI, IoT, and the security of IT systems, data and enterprise applications

Skills and Abilities

- Masters degree or other advanced degree preferred or demonstrated experience in cyber security.
- High level experience in independent schools, higher education, or non-profit organizations.
- Excellent management and leadership skills, with experience overseeing a staff.
- Requires professional verbal and written communication skills and the ability to interact effectively with a wide range of individual styles.
- Impeccable IT knowledge and technical skills
- Relationship building and team development skills
- Thorough understanding of data management and administration
- Presentation skills

This position supervises the following personnel

- **Systems Administrator**
- **Systems Administrator**
- **Instructional Technologist**
- **AV Technician**
- **Database Manager**