
JOB DESCRIPTION: Chief Technology Innovation Officer

DEPARTMENT:	Executive Office	REPORTS TO:	President/CEO
JOB CLASS:	Chief Officer	PAY GRADE:	25
EXEMPT STATUS:	Exempt	DATE:	06/25/2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Chief Technology Innovation Officer is responsible for fostering an innovation culture inside the organization to drive a repeatable, deliberate, transparent, and sustainable company approach to technology innovation across product lines. The Chief Technology Innovation Officer provides leadership for the product innovation, design, and development of FLVS education and operational products. The Chief Technology Innovation Officer directly oversees and guides the daily operations of Product Engineering, IT Operations, National and Florida Curriculum, Enterprise Project Management, and Enterprise Innovation to ensure technology vision and direction aligns with business strategy and supports daily enterprise operational and strategic goals. The Chief Technology Innovation Officer works with the Board of Trustees, the Executive Team, and across the organization to embed behaviors and actions that focus on technology innovation. As a member of the President/CEO's Senior Executive Team, the Chief Technology Innovation Officer participates in the overall strategy, planning, development and evaluation of the organization.

ESSENTIAL POSITION FUNCTIONS:

- Plan, develop, implement and evaluate programs, activities and functions designed to achieve organizational goals as directed by the President and Chief Executive Officer (President/CEO)
- Serve as a member of the President/CEO's Executive Team and participate in the organization's planning, development and evaluation
- Develop, oversee, and implement business goals as an integral component of strategic planning and business development
- Keep the President/CEO informed about current critical issues and about the operational status of areas under his/her control
- Ensure the Board of Trustees approved Strategic Plan is successfully implemented
- Maintain visibility and recognition as a leader responsible for innovative technology product development and thought leadership across the organization
- Maintain organizational innovation technological strategy and direction, defining the requirements for new product implementations and communicating them to key business stakeholders.
- Analyze trends and market disruptions and technology developments to ensure FLVS maintains a technological edge within the industry, evaluating and improving upon technology and maintaining organizational awareness.
- Set standards to maintain high quality, state-of-the-art products and services and oversee the effectiveness and performance of all reporting departments product lines and operational systems.
- Communicate with the leadership team on project selection and implementation, updating stakeholders on timelines, issues, and changes

- Develop, oversee and adhere to department-based budget, including management of the yearly budget for the innovation portfolio.
- Coordinate, communicate, and ensure compliance with the Florida Board of Education
- Lead and manage assigned direct reports; evaluate department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for other
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Master's Degree, preferably in Information Technology, Education Technology or related field

Experience:

- Ten years' high-level experience in Information or Education technology
- Eight years' experience leading, managing and/or supervising others
- Experience in strategic, high-level senior management responsibilities
- Experience in strategic planning and policymaking
- Experience managing high-level budgets

Knowledge, abilities and skills:

- Strong knowledge of distance learning technology, models, procedures and courseware
- Strong knowledge of online teaching and learning processes
- Strong knowledge of instructional development models and procedures
- Knowledge of information technologies
- Knowledge of project management processes, including agile and lean processes.
- Strong ability to see and communicate the future
- Strong strategic planning, analytical and conceptual skills
- Understanding of technology trends and strategic impact of technical systems and support developments
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish enterprise objectives
- Ability to provide strategic leadership and address key strategic challenges and opportunities
- Excellent verbal and written communication and presentation skills
- Excellent abilities to build contacts within the organization and between it and other organizations
- Ability to interpret applicable federal/state laws and regulations and apply to internal policies
- Ability to influence; working with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

CO/VP COMPETENCIES FOR SUCCESS:

<p>MANAGING VISION & PURPOSE</p> <p><i>Communicates a compelling and inspired vision or sense of core purpose; Is consistently optimistic; Creates mileposts and symbols to rally support behind the vision; Can inspire and motivate entire departments; makes the vision shareable by everyone; Talks beyond today; speaks of possibilities</i></p>	<p>INNOVATION MANAGEMENT</p> <p><i>Is good at bringing the creative ideas of others to market; Has good judgment about which creative ideas and suggestions will work; Has a sense about managing the creative process of others; Can facilitate effective brainstorming; Can project how potential ideas may play</i></p>
<p>NEGOTIATING</p> <p><i>Negotiates skillfully in tough situations with both internal and external groups; Can be both direct and forceful as well as diplomatic; Gains trust of other parties to the negotiations quickly; Has a good sense of timing; Persuades others to adopt or build on ideas or recommendations; Facilitates “win-win” situations; Advocates position effectively; engages in healthy, constructive debate and dialogue</i></p>	<p>PERSPECTIVE</p> <p><i>Looks toward the broadest possible view of an issue/challenge; has broad-ranging personal and business interests and pursuits; Can easily pose future scenarios; Thinks globally; Can discuss multiple aspects and impacts of issues and project them into the future</i></p>
<p>STRATEGIC AGILITY</p> <p><i>Formulates objectives, priorities and plans consistent with long-term vision; perceives the impact and implications of strategic decisions; Capitalizes on strategic opportunities and manages risks; Considers the impact of political, economic, social, technological, environmental, and legal trends to help inform strategic decisions; Anticipates potential political or competitor threats to the organization; seeks out political or competitor opportunities for the organization; Can create competitive and breakthrough strategies and plans; Is future oriented and can see ahead clearly; Can articulately paint credible pictures and visions of possibilities and likelihoods; Aligns organizational structure to support strategic direction</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC or Remote as needed
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.