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# CHRISTIAN COUNTY — PUBLIC SCHOOLS —

A Community Committed to Phenomenal Schools

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## Rationale for Revising the District Technology Coordinator Job Description

The revised job description for the District Technology Coordinator reflects the evolving needs of modern school districts in managing complex technology infrastructures and integrating digital tools into instruction and operations. As technology becomes increasingly specialized and critical to educational success, it is essential to broaden the qualifications for this leadership position to ensure the most capable candidates are eligible for consideration.

The updated description allows for either a Kentucky Department of Education teaching certification or an industry-recognized technology-related certification (e.g., CompTIA, Cisco, Microsoft, Google, etc.). This adjustment acknowledges that professionals with extensive experience and specialized certifications in information technology, systems management, or network administration can provide significant value in this role, even if they do not hold traditional teaching credentials.

Additionally, this revision supports greater flexibility in recruitment and retention efforts by allowing the district to attract a wider and more diverse pool of qualified candidates, including those with backgrounds in corporate, higher education, or public-sector technology environments.

The salary language has also been adjusted to ensure clarity and equity. Compensation for the position will be based on the qualifications and certification status of the successful candidate, aligning with either the certified or classified salary schedules adopted by the Christian County Board of Education.

This change ensures the district remains competitive in recruiting high-quality candidates while maintaining rigorous expectations for leadership, innovation, and accountability in the oversight of district-wide technology systems.

**POSITION:** **DISTRICT TECHNOLOGY COORDINATOR**

**POSITION SUMMARY:** To coordinate the smooth and efficient operation of technology operations, including software, hardware, curriculum design, training, and district-wide planning.

**QUALIFICATIONS:**

1. Hold a valid **Kentucky Department of Education teaching certification or an industry-recognized technology-related certification** (e.g., CompTIA, Cisco, Microsoft, Google, etc.).
2. At least three years prior experience with computers used for teaching and/or administration.
3. Experience in training adults.
4. Experience in curriculum development.
5. Familiarity with a variety of state-of-the art technology and curriculum trends.
6. Knowledge of a variety of hardware resources, organizations, developers, and vendors.
7. Experience with other media such as television, video, audio, etc.

**REPORTS TO:** Assistant Superintendent for Finance and Operations

**SUPERVISES:** LAN/WAN specialists, communications specialist, computer technician, related positions and clerical staff.

**PERFORMANCE RESPONSIBILITIES:**

- ❖ Provide leadership in all aspects of developing and periodically evaluating and updating a district plan for instructional technology. The plan shall include evaluation and periodic updating.
- ❖ Understanding the District budget, budgeting process, and spending process, and works with this system to secure adequate resources for instructional technology.
- ❖ Utilize good consumer skills when dealing with vendors.
- ❖ Serve as a liaison with the Kentucky Department of Education in matters relating to instructional technology.
- ❖ Develop and maintain a list of resource people.
- ❖ Develop, implement, and periodically evaluate a District technology oriented professional development plan for use of computers and other equipment in the instructional process and for administrative needs. This includes providing training for proper application of the technology.
- ❖ Develop and maintain an up-to-date, accurate inventory of equipment, computer hardware and software that belongs to the District and to individual schools within the District.

- ❖ Develop and implement plans for acquisition and maintenance of equipment, hardware, and software.
- ❖ Assist in the training of District personnel in routine maintenance and repair of hardware and equipment.
- ❖ Maintain for the coordinator and other District personnel a professional library of periodicals on the use of technology in the schools.
- ❖ Disseminate technology-related information throughout the District.
- ❖ Work on community relations by making presentations to parent and professional groups, by publicizing the District's technology plan and its progress, and by otherwise publicizing the benefits of technology for students.
- ❖ Assist the District in obtaining funding by participating in grant planning and proposal writing.
- ❖ Do long-range planning on future technologies and conduct evaluations on current District implementation practices.
- ❖ Work to improve the overall quality of education received by students in the District.
- ❖ Review and evaluate new commercial software as it is developed and communicate such evaluation to the instructional leaders of the District.
- ❖ Attend professional meetings representing the District and program.
- ❖ Serve as Chair of the District Technology Committee and/or Steering Committee.
- ❖ Supervise the design and installation of technology and support systems.
- ❖ Assist in the implementation of a comprehensive public information plan for the district and is responsible for establishing and maintaining positive media relation for those programs directly supervised.
- ❖ Cooperate with entire staff in collection of information for dissemination.
- ❖ Maintain open lines of communication with all community programs.
- ❖ Read, observe, and seek ways to improve leadership qualities and performance.
- ❖ Continue professional and self-improvement by attending state and local meetings, seminars, and workshops.
- ❖ Assist in preparing guides, manuals, and forms reflecting the latest regulations, policies, and effective ways of reporting data.

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- ❖ Perform other duties as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT: TERMS OF EMPLOYMENT:**

**238-day contract.** Salary will be **determined based on qualifications and certification** status of the successful candidate:

- If certified, aligned to the **Christian County Certified Salary Schedule**
- If classified, aligned to the **Christian County Classified Salary Schedule**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluation will be conducted by the Assistant Superintendent for Finance and Operations.