



Submitted For
Approval: 7/16/2019
Effective:
7/16/2019

JOB TITLE:	EXECUTIVE DIRECTOR TECHNOLOGY INTEGRATION
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II , GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4070
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Administers the deployment and support of technology integration throughout the District by ensuring outstanding customer service support is provided for all students and staff, automating and scaling the distribution of student instructional devices to ensure equitable access, and providing best practices for integration supported by established policy and procedures. This includes coordinating the development and implementation of a comprehensive District-wide staff training plan, providing schools and other cost centers advice on hardware and software purchases as well as providing departmental staff with advanced training opportunities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises staff in scaling the District-wide distribution of instructional devices through the development of a toolkit of best practices for technology integration
Conducts ongoing research to optimize technology integration practices and procedures; coordinates the planning and development of training on best practices for student and staff technology integration; leads the development of policies and procedures to guide student and staff technology use
Oversees an automated asset lifecycle management system to include an inventory of instructional devices from procurement through end of life
Directs the workflow of project planning and management for student and staff instructional device deployment and support
Ensures systems are in place to support the equitable deployment and support of instructional devices
Directs the Student Technology Apprenticeship Program by providing opportunities for student-run service centers throughout the District
Oversees completion of state reporting documents including the Digital Readiness Report and Technology Activity Report
Develops and monitors the budget for purchasing instructional devices district-wide, as well as, managing the operational budget for department; ensures budget estimates are complete, accurate, and conforms with regulations and best practice
Initiates and coordinates technology integration opportunities with external stakeholders
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's degree
Five (5) years of experience in instructional technology, including three (3) of the years in a supervisory position
Current experience in using instructional technology
Demonstrated ability to clearly communicate technical ideas and concepts to others

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree Computer Science
Experience in education system applications
Five (5) years of teaching or school administration experience
Experience in a diverse workplace
Kentucky certification in administration and/or supervision