



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

07/23/2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve abolishing the "School Technology Coordinator" supplemental position, create the supplemental position of "Instructional Technology Coach", and revise the "Student Technology Leadership Program (STLP) Coordinator" job description.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

The District's mission to prepare all students for the 21st century economy, coupled with the recently approved 1 to 1 initiative, has placed an increased emphasis on technology, both for staff and students. Abolishing the supplemental position of "School Technology Coordinator" and creating the position of "Instructional Technology Coach" (ITC) will ensure staff have access to training and resources to effectively utilize technology with their teaching. Revising the STLP job description will offer students engaging opportunities in a real-world environment to increase their technology capacity. Additionally, an effective STLP program will increase student opportunities for industry certifications. The District will provide each school with one (1) ITC for schools with enrollment up to 1,000 and two (2) ITCs for schools with enrollment greater than 1,000 at an annual stipend of \$2,000 with four (4) release days to receive and provide training and one (1) STLP Coordinator at an annual stipend of \$2,000.

**FISCAL/BUDGETARY IMPACT:**

Approximately \$47,090 from General Fund (\$74,000 in stipends for Instructional Technology Coaches and STLP Coordinators, \$8,200 in substitute costs for ITC release days, and \$35,110 deduct for abolishing the STC position)

**RECOMMENDATION:**

It is recommended the Board approve abolishing the "School Technology Coordinator" supplemental position, create the supplemental position of "Instructional Technology Coach", and revise the "Student Technology Leadership Program (STLP) Coordinator" job description.

**CONTACT PERSON:**

Chris Setters, Director of Technology; Matt Rigg, Executive Director of Human Resources

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn  
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District  
Job Description: School Technical Coordinator  
Job Class Number:

TITLE: School Technical Coordinator

QUALIFICATIONS:

1. High School diploma or GED
2. Demonstrated aptitude or competence for assigned responsibilities.

REPORTS TO: Principal

JOB GOAL: To provide a well-organized, smoothly functional technological environment in which students can take full advantage of the instructional program and available resources.

PERFORMANCE RESPONSIBILITIES:

1. Maintain list of hardware and software in the school.
2. Follow district procedures for asset management and completion of forms.
3. Follow district procedures for surplus equipment
4. Maintain legal proof of ownership for software and hardware (purchase order, invoice, original manuals and/or original media)
5. Arrange for the set-up and maintenance of hardware
6. Update software applications
7. Communicate school troubleshooting needs and issues to district office via electronic request form.
8. Maintain student accounts in school based applications.
9. Maintain school webpage
10. Distribute district notices to building staff
11. Coordinates with STLP Coach for assistance in technical needs
12. Submits information for Network and E-Mail accounts.
13. Maintains e-mail profiles on staff workstations and submits information for student accounts
14. Maintains/responsible for collecting and filing signed AUP's of staff and students.
15. Participates and attends professional development to enhance job responsibilities
16. Attends meetings as scheduled by the district office and/or KDE.
17. Maintain a current inventory of technology in the building. Items must include (Brand, Model #, Serial #, Location, O.S. version, Computer Name, Asset Tag, & PO #)
18. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 187 Days
- Salary Schedule: Supplemental Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated by the principal

APPROVED:

REVISED:

Kenton County School District  
Job Description: Instructional Technology Coach  
Job Class Number: DRAFT - TBD

TITLE: Instructional Technology Coach

QUALIFICATIONS:

1. Certified staff member of the location to be served as Instructional Technology Coach
2. Demonstrated evidence of effectively integrating technology into student learning

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: Provide school staff with training, guidance, and resources on integrating technology into student learning To provide a well-organized, smoothly functional technological environment in which students can take full advantage of the instructional program and available resources.

PERFORMANCE RESPONSIBILITIES:

1. Train internal school staff on technology integration
2. Serve as the Digital Citizenship Lead
3. Integrate and monitor the SAMR model across the school
4. Work with staff to integrate technology into the Cycle of Quality Instruction
5. Co-teach technology based lessons with a variety of presenters
6. Work with teachers to implement and measure the use of ISTE standards for students
7. Work with admin to monitor and measure the effectiveness of technology integration
8. Collaborate with district-level staff to plan and implement technology integration learning opportunities for staff
9. Conduct job embedded training, co-teach, etc. in the building during two (2) release days per semester, not to exceed four (4) days per school year
10. Keep current with new and emerging technologies and their potential applications
11. Attend and/or preside over all required meetings and other meetings as the supervisor designates
12. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: School Year; Two (2) release days per semester to conduct trainings; cost of sub paid by District
- Salary Schedule: Supplemental Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated by the principal

APPROVED: DRAFT



Kenton County School District  
Job Description: Student Technology Leadership Program (STLP) ~~Coach~~Coordinator  
Job Class Number: TBD

TITLE: Student Technology Leadership Program (STLP) ~~Coach~~Coordinator

QUALIFICATIONS:

1. ~~Employed by the district~~Current staff member of KCSD; preference given to staff member within the location to be served as STLP Coordinator
2. ~~Interest in technology and student learning~~Demonstrated knowledge of computer hardware and software programs
3. Excellent oral and written communication skills

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: To ~~help each participating student achieve a high level of technological skills, achievement or appreciation and an increased level of self-esteem~~ provide a means for students to design, create, connect, and learn while using technology.

PERFORMANCE RESPONSIBILITIES:

1. ~~Directs individual participants in activities in such a way to foster growth and achievement of the desired goals~~Sponsor the school's STLP program by planning relevant activities that are available to all students
2. Incorporate Kentucky Department of Education's Student Technology Leadership Program goals, principles and guidance into all elements of the school's STLP program
3. Collaborate with the building Principal and Information Technology department to set, plan, and schedule for the STLP Coordinator and STLP members to assist with school technology issues, to include, but not limited to:
  - a. Maintenance of hardware
  - b. Update software applications
  - c. Maintenance of student accounts in school based applications
  - d. Student and Staff assistance with network and e-mail accounts
  - e. Issuance and collection of signed Student and Staff AUPs
  - f. Maintenance of the school's webpage
4. Communicate with the Information Technology Department, Finance Department and School Asset Coordinator regarding asset management of technology items
5. Recruit and encourage active participation in STLP for all students
6. ~~Plans and schedules regular meetings for STLP participants~~Conduct regular meetings with STLP students for training, planning, and completion of projects
7. ~~Works with building principal and technology team to establish criteria for participant eligibility~~Mentor and train all STLP members to become proficient technology leaders for their school
8. ~~Responsible for enforcing school rules during meetings, activities or at any event in which the school will be represented~~Model the legal and ethical use of both the District's and school's electronic communications network, including data, voice and video, by following the District's Acceptable Use Policy and encouraging non-STLP members and staff to do the same
9. ~~Responsible for school equipment and facilities, as appropriate, when used by activity participants.~~Provide students with opportunities to participate in regional, state, and/or national student STLP and/or technology events
10. ~~Recognizes students for successful participation in activity~~Assist students by recognizing and developing

Kenton County School District  
Job Description: Student Technology Leadership Program (STLP) ~~Coach~~Coordinator  
Job Class Number: TBD

individual talents and creative abilities to make informed career and educational choices

11. ~~Fosters good school community relations by keeping the community aware of and responsive to the extracurricular program~~Promote awareness, activities, and achievements of STLP to administrators, teachers, students, parents, and community members
12. Use effective interpersonal communication skills to communicate with all District stakeholders
13. Keep current with all educational developments and practices related to assignment
14. Attend and/or presides over all required meetings and other meetings as the supervisor designates
15. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 187 days
- Salary Schedule: Supplemental Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated by the principal

APPROVED: 04/24/2000

REVISED: 06/14/2018