

Chief Information Officer/Director of Technology and Facilities

Reports to – Superintendent

Responsible for managing and overseeing all aspects of the Technology, Maintenance and Facilities Departments

PERFORMANCE RESPONSIBILITIES

1. Provide leadership aligned with district goals and national standards
2. Serve as the Student Information System District Administrator
3. Maintain district's voice network including knowledge of IP Office
4. Research and implement technological advances in the industry for the betterment of the district and the students.
5. Supervise and manage staff in the Technology and Maintenance Departments
6. Participates in and provides appropriate professional learning and workshop programs and attend any required meetings at the local, regional and state levels.
7. Maintain a permanent inventory of equipment purchased for the district and all schools, and comply with procedures for requisitioning, ordering, and paying for technology equipment and supplies.
8. Demonstrates expertise in the use of the Microsoft Office Suite and Google Apps for Education.
9. Create, maintain and update all district associated social media sites.
10. Develop and update the district Acceptable Use Policy to follow all CIPA laws and adhere to ethical and legal use of school-issued equipment and the district network. Ensure that all staff and students sign the AUP on an annual basis.
11. Work with community education programs to assist community members and parents in the use of computers and other technologies.
12. Responsible for data reporting to state and federal programs as required, i.e. Technology Readiness Survey, Student proficiency, Local Technology Plan, KETS budgets, Commodity Codes School Report Card Technology section, eRate, LEAD Report etc.
13. Maintain service requisition ticket system and ensure that all service requests are answered in a timely manner the technology and maintenance departments.
14. Develop and update the Non-Traditional Instructional Days application and assist principals in the development and implementation of the NTI plan
15. Ensure all district devices are prepared for assessment
16. Manage and oversee the Maintenance and Custodial Departments and all district facilities
17. Responsible for district construction projects
18. Display the highest ethical, legal and professional behavior and standards when working with students, parents, school personnel, vendors and other agencies associated with the district.
19. Adhere to federal statutes and regulations, Kentucky school law, construction codes, KDE rules and regulations, Board of Education policies and procedures and contractual obligations.
20. Perform any duties that are within the scope of employment and certifications, as assigned by the supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Must have a 4-year degree.
2. Excellent verbal and written communication skills
3. Strong leadership, self-management, financial planning and project management skills
4. Experience in planning and leading professional development programs
5. Knowledge of public education funding sources, guidelines, and parameters

Approved by: _____
Board Chairperson

Revised Date: July 16, 2019

Reviewed and agreed by: _____
Employee

Date: _____