FLOYD COUNTY BOARD OF EDUCATION
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Linda C. Gearheart, Board Chair - District 1
William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item): Consider/approve the creation of a District Technology Coordinator and the accompanying job description.

Applicable State or Regulations: BOE Policy 01.11 Powers and Duties of the Local Board of Education.

Fiscal/Budgetary Impact: All if not the majority of the salary will be technology funds. See attached salary schedule. Amount will be dependent upon the applicant selected for the position.

History/Background: Position is part of a reorganization and shall yield overall salary savings.
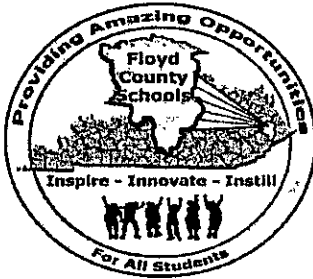
Recommended Action: To approve as presented.

Contact Person(s): Anna W. Shepherd

_____N/A_____   _____N/A_____   _Anna W. Shepherd_
Principal   **Director**   **Superintendent**

Date: June 16, 2022

FLOYD COUNTY SCHOOLS
Salary Schedule 2022-2023 FY

District Technology Coordinator
#

Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	240	7.5	$ 30.2178	$ 226.6633	$ 2,266.33	$ 54,391.99
1	240	7.5	$ 30.2892	$ 227.1692	$ 2,271.69	$ 54,520.60
2	240	7.5	$ 30.3612	$ 227.7093	$ 2,277.09	$ 54,650.24
3	240	7.5	$ 30.4344	$ 228.2582	$ 2,282.58	$ 54,781.97
4	240	7.5	$ 30.5053	$ 228.7897	$ 2,287.90	$ 54,909.52
5	240	7.5	$ 31.0774	$ 233.0802	$ 2,330.80	$ 55,939.24
6	240	7.5	$ 31.5077	$ 236.3074	$ 2,363.07	$ 56,713.78
7	240	7.5	$ 31.5077	$ 236.3074	$ 2,363.07	$ 56,713.78
8	240	7.5	$ 31.5077	$ 236.3074	$ 2,363.07	$ 56,713.78
9	240	7.5	$ 31.5077	$ 236.3074	$ 2,363.07	$ 56,713.78
10	240	7.5	$ 32.4489	$ 243.3664	$ 2,433.66	$ 58,407.94
11	240	7.5	$ 32.4489	$ 243.3664	$ 2,433.66	$ 58,407.94
12	240	7.5	$ 32.4489	$ 243.3664	$ 2,433.66	$ 58,407.94
13	240	7.5	$ 32.4489	$ 243.3664	$ 2,433.66	$ 58,407.94
14	240	7.5	$ 32.4489	$ 243.3664	$ 2,433.66	$ 58,407.94
15	240	7.5	$ 33.1576	$ 248.6817	$ 2,486.82	$ 59,683.60
16	240	7.5	$ 33.1576	$ 248.6817	$ 2,486.82	$ 59,683.60
17	240	7.5	$ 33.1576	$ 248.6817	$ 2,486.82	$ 59,683.60
18	240	7.5	$ 33.1576	$ 248.6817	$ 2,486.82	$ 59,683.60
19	240	7.5	$ 33.1576	$ 248.6817	$ 2,486.82	$ 59,683.60
20	240	7.5	$ 34.1508	$ 256.1307	$ 2,561.31	$ 61,471.36
21	240	7.5	$ 34.1508	$ 256.1307	$ 2,561.31	$ 61,471.36
22	240	7.5	$ 34.1508	$ 256.1307	$ 2,561.31	$ 61,471.36
23	240	7.5	$ 34.1508	$ 256.1307	$ 2,561.31	$ 61,471.36
24	240	7.5	$ 34.1508	$ 256.1307	$ 2,561.31	$ 61,471.36
25 +	240	7.5	$ 34.9861	$ 262.3954	$ 2,623.95	$ 62,974.90

FLOYD COUNTY SCHOOLS
Classified Job Description

TITLE: District Technology Coordinator

QUALIFICATIONS: Bachelor's Degree in Computer Information Science or related field. Successful experience servicing information systems preferred.

REPORTS TO: Chief Information Officer

JOB GOAL: Assists with planning, organizing, directing and repairing the district's Information systems.

TERMS OF EMPLOYMENT: Salary and terms of employment according to approved salary schedules.

EVALUATION: Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Assist in technology planning, upcoming initiatives, instructional alignment with technical capabilities and vision of the district.
- Assist in guidance of school technology support and planning.
- Assist in collecting and reporting all KETS inventory items as well as preparing the Digital Readiness Survey for KDE prior to the district deadline.
- Assist in information and technology service budget planning and expenditure control process.
- Directly oversees and manages all areas of technology in the school district. This includes hardware and software purchases; voice/data implementation; troubleshooting; computer maintenance and repair; USF (ERATE) oversight; district wiring; District KETS Technology
- Plan/Inventory/Unmet Need; district/school network administration; technology standards for staff and students/students; administration of KETS technology funds; Acceptable Use Policy and security/copyrights; licensing; check-out technology equipment to staff.
- Assists in identifying sources of funding for technology (grants etc.)
- Provides technical assistance in the electronic submission of any required information to Kentucky Department of Education.
- Maintains an inventory of equipment and software and coordinates the support and maintenance of technological equipment and resources.
- Plans, organizes, schedules and supervises work of computer operations, data entry and data control sections; coordinates unit operations with department head in determining hardware needs and development plans to meet district objectives and needs.
- Assists in long- and short-range planning for the information services department; assists in determining future needs in personnel, equipment and supplies for the operations section.

- Prepares annual and monthly production schedules, establishing cut-off dates for input data, computer utilization schedules and report output dates; establishes priorities and controls and flow of data to data entry, data control and the computer; confers with user departments to schedule special runs, to modify production schedules and resolve input/output problems.
- Plans, coordinates and schedules the use of computer facilities; prepares and maintains hardware use records and provides for maintenance and repair as required.
- Responds to emergency calls as necessary regarding computer system failures or environmental system problems.
- Communicates with vendors to resolve hardware and software problems; communicates with users to assure accuracy and timeliness of data needs and to resolve hardware or software problems.
- Performs other duties as assigned.

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Work is performed with standing, sitting, and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push, or pull heavy weight up to approximately 75 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Reasonable accommodations may be made to enable the person with a disability to perform the essential functions of the job.