



NEW:
07/01/2023

Submitted:
03/28/2023

JOB TITLE:	SPECIALIST DIGITAL INNOVATION
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provide guidance and support to schools for an on-going digital transformation, through a systems based approach based on best practices. Through collaboration and communication, ensure schools are embedding the JCPS Strategic Plan for digital transformation with fidelity. JCPS Strategic Planning Systems for Technology shall support Everyone:1, Internet Access, Digital Content, Digital Privacy Safety and Security, and Student Interactive Learning. Collaborate with other branches of JCPS IT3 to carryout districtwide technology initiatives at the school level by focusing on communication and the implementation of systems for success and sustainability. Oversee JCPS district-wide technology programs and legal requirements, state and national reporting, and Kentucky Education Technology (KETS) expectations through the Kentucky Department of Education (KDE).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports schools with the implementation of the District's digital citizenship strategy
Supports schools by providing guidance to build capacity for a successful Student Technology Leadership (STLP) program
Provides best practice guidance and support to schools, administration, and School Technology Coordinators (STC)
Communicates IT3 technology changes, requirements, technical issues, and new initiatives
Supports school level Software as a Service (SAS) in collaboration with the Digital Resource Review task force
Assists schools with Identifying and addressing technology readiness needs based on JCPS Strategic Plans for Technology including; Everyone:1, Internet Access, Digital Content, Digital Privacy Safety and Security and Student Interactive Learning
Provides assistance to schools with use of technology and building capacity for principals and other school leaders
Assists with Implementation of anytime/anywhere access strategy development to extend learning beyond the school day. Including student and teacher digital workflow and digital relationship strategies, digital collaboration, and digital instructional design
Discovers, adapts, and shares relevant high-quality educational resources to support blended learning strategies
Implements and supports school and districtwide approaches for using technology to inform instruction, support teacher collaboration, and personalize learning
Collaborates with all branches of technology on districtwide projects and new initiatives to help guide the work measuring implementation and impact
Develops and utilizes effective or innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology, including digital learning technologies and assistive technology
Provides support in the use of technology to enable teachers and instructional leaders to increase student project-based achievement in the areas of STEM (including computer science and related arts)
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 driving automobile equipment.

MINIMUM QUALIFICATIONS
Bachelor’s Degree in area of assignment
Three (3) years experience with school/classroom/instructional technology
Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled
Effective communication skills

DESIRABLE QUALIFICATIONS
Master’s Degree
Kentucky Teacher Certification
Experience in a diverse workplace



NEW: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	COORDINATOR TECHNOLOGY PROJECTS
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provide services that support the instructional, administrative, and planning efforts for schools through direct face-to-face work with school leadership and technical staff. Provides support to schools with technical assistance of newly adopted District-wide systems and initiatives that support the work towards the JCPS Strategic Plan. Assists with the project management of District-wide technology to establish timelines and set key performance indicators to measure success based on the JCPS Strategic Plan. District wide projects include, but are not limited to, infrastructure upgrades, telephony, device lifecycle management, cybersecurity engagements, ticketing system, video surveillance systems, new school/facility construction, and school moves/renovations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works in conjunction with District leadership and Project managers to ensure day-to-day progress on District-wide initiatives in support of the JCPS Strategic Plan

Provides systematic and direct support and communications to school teams

Serves as liaison between schools, vendors and internal stakeholders by facilitating support of newly implemented technology projects

Monitors project sites to ensure projects are completed according to schedule

Serves as liaison between students, staff, schools and assigned department on projects

Provides on-site support to end users to ensure effective integration of newly implemented technology initiatives

Provides technical recommendations based on needs analyses of project requirements, business operations, employment practices, instructional practices and technical skills

Utilizes effective communication skills to interact with internal and external stake holders at all levels to help direct technology-related initiatives and provide supports in a timely manner

Maintains communication with software vendors regarding required documentation related to student information privacy and security

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

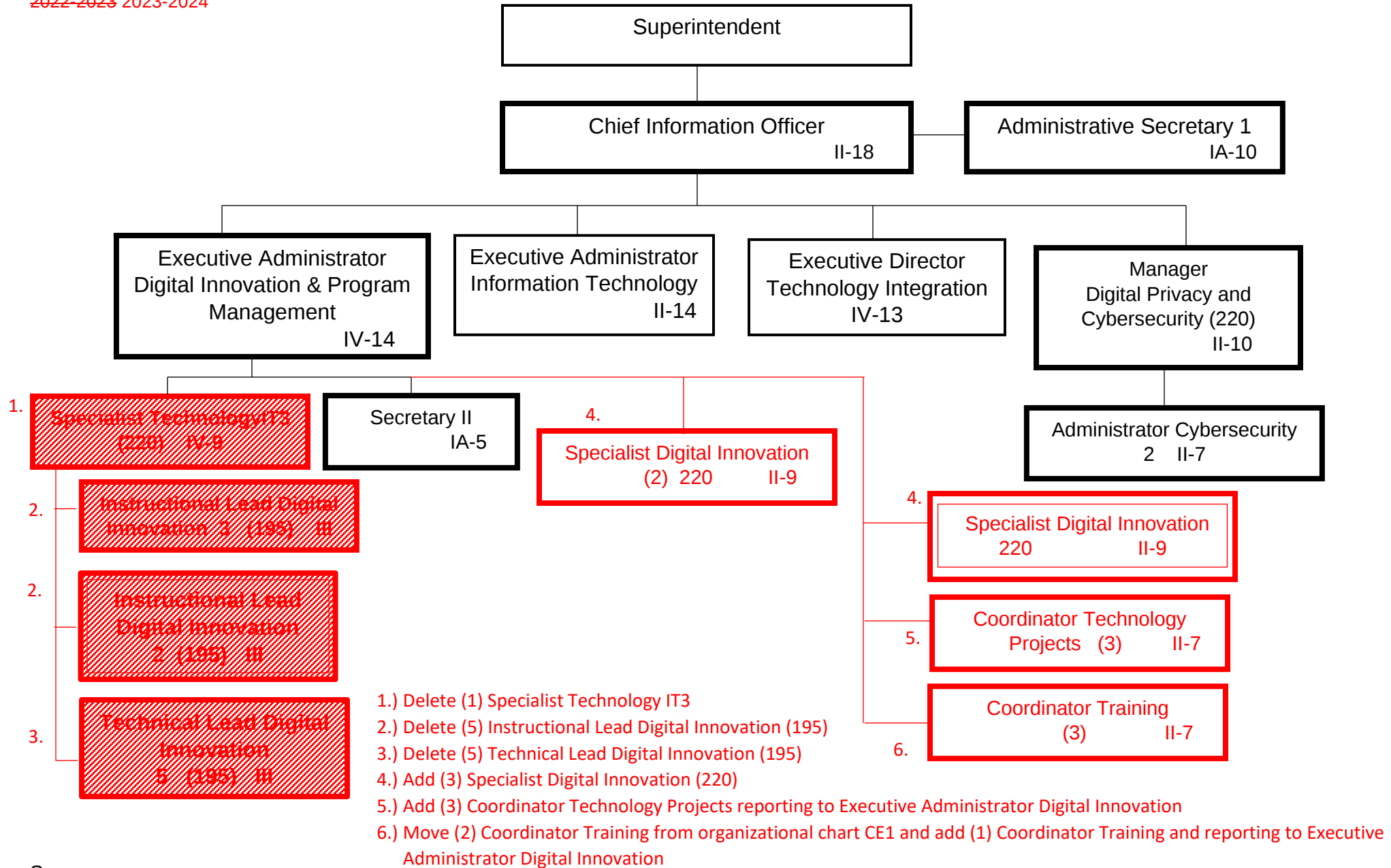
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching, climbing, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

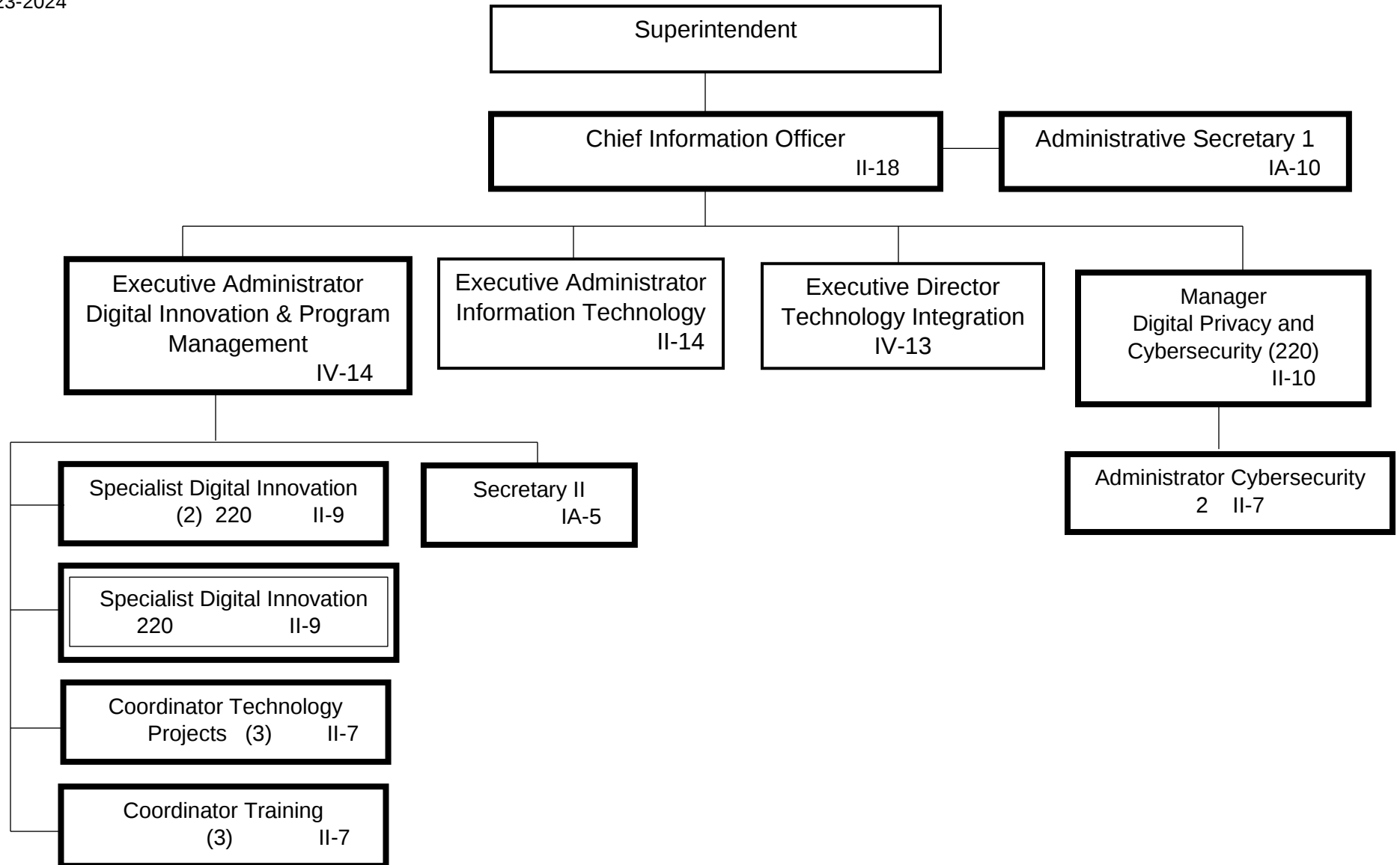
Three (3) years of technology training/experience
Three (3) years of experience in computer operations
Excellent written and oral communication skills coupled with thorough knowledge of enterprise technology field services and project delivery; operational knowledge of industry-standard hardware, software and networking technologies used in school District settings
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree, or above in Computer Science or other related field
Industry recognized certification in Project Management
Experience in a diverse workplace



Summary:

General Fund Positions: ~~16~~ 14
Categorical Fund Positions: ~~2~~ 1

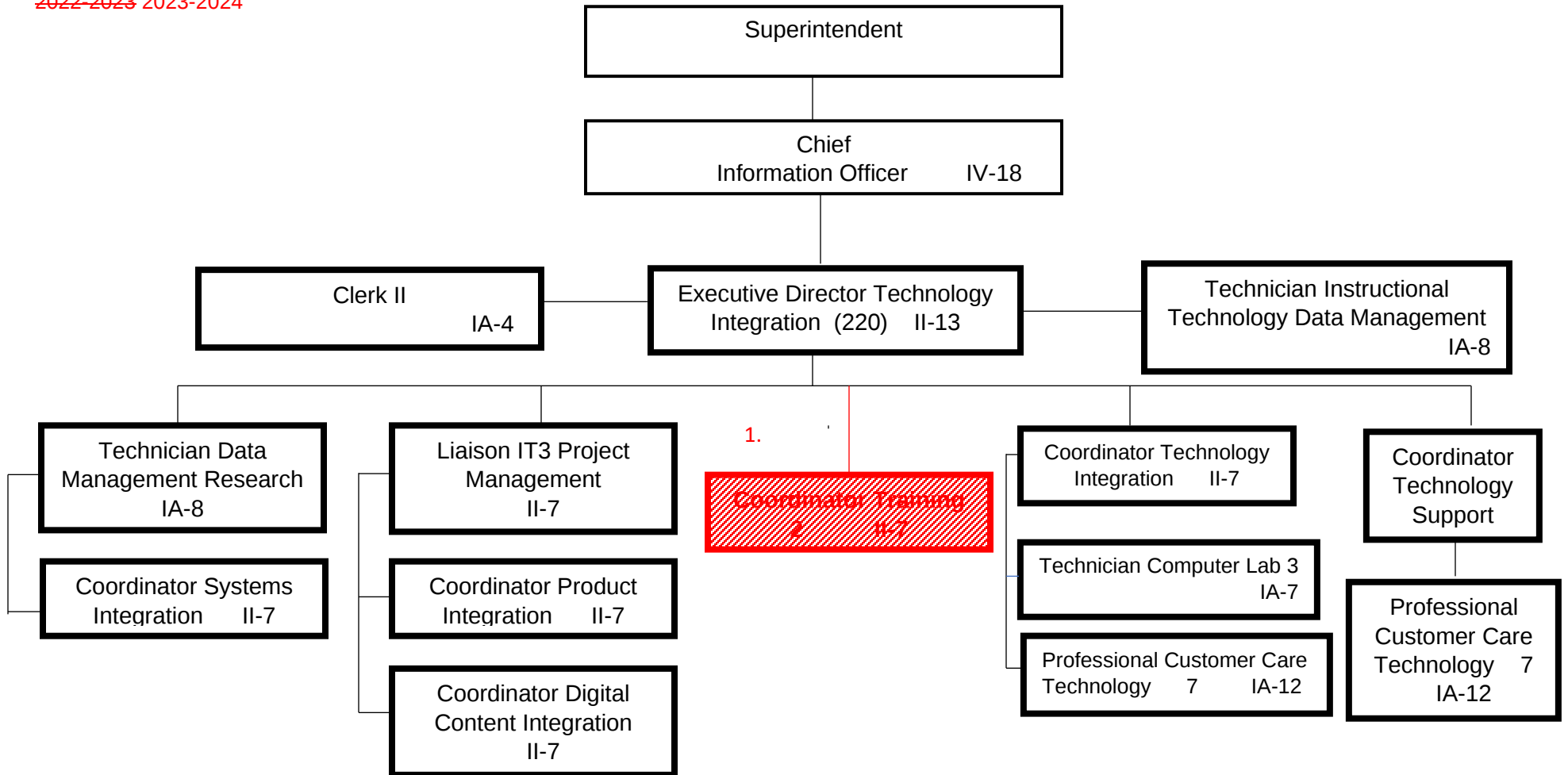


Summary:

General Fund Positions: 14
Categorical Fund Positions: 1

K-1

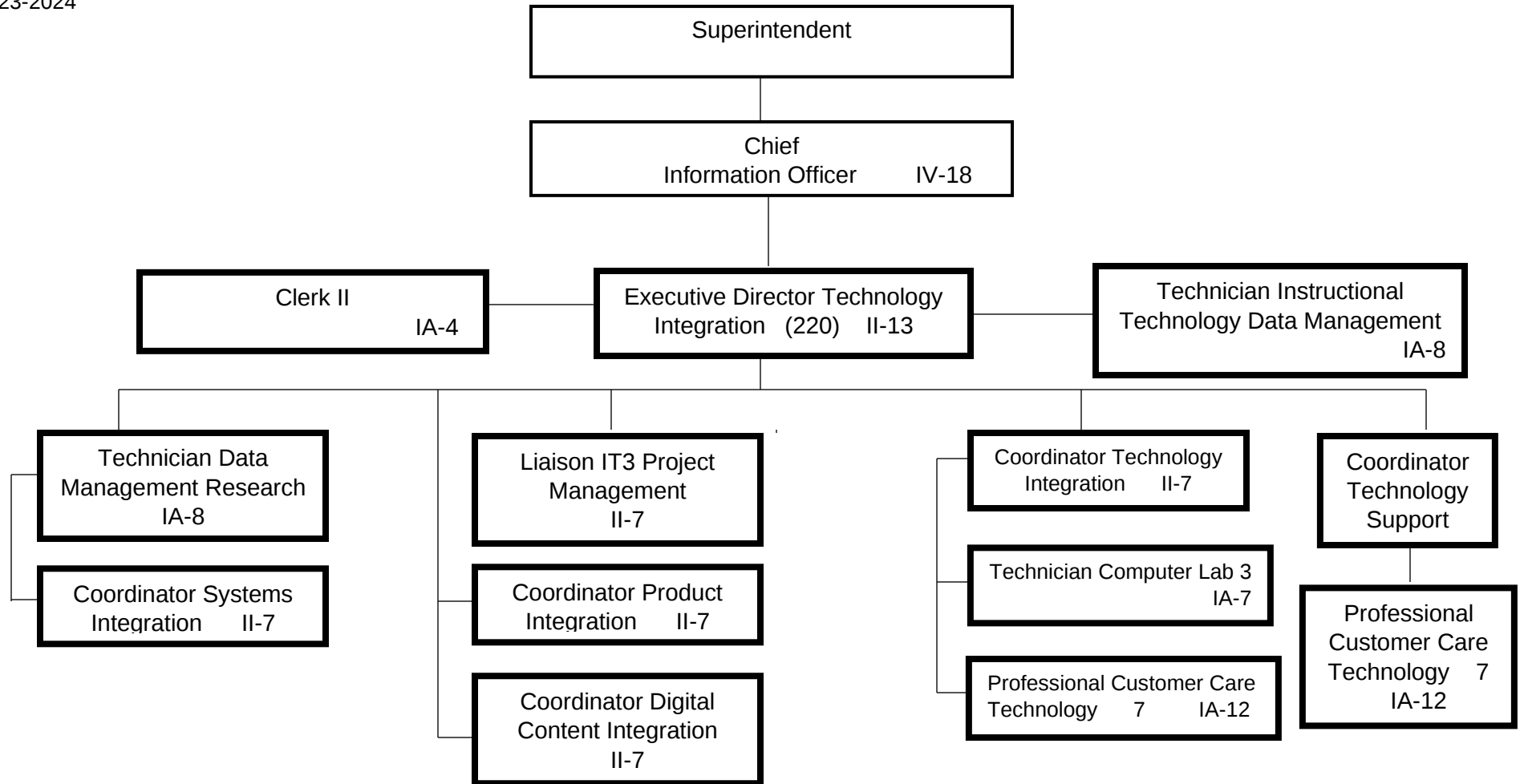
Submitted: 03/28/2023
Effective: 03/29/2023



1. Change reporting relationship of Coordinator Training to Executive Administrator Digital Innovation & Program Management organizational chart TD1 (K-1)

Summary:

General Fund Positions: ~~29~~ 27
Categorical Fund Positions: 0



Summary:

General Fund Positions: 27
Categorical Fund Positions: 0