POWELL COUNTY SCHOOLS
JOB DESCRIPTION

POSITION TITLE: Chief Information Officer

REPORTS TO: District Superintendent

BASIC FUNCTION: Supervise the Technology Department and ensure instructional, curricular, and data management technology support for teachers, students, and administrators.

REPRESENTATIVE DUTIES: The terms of employment are designated by the contract.
- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Supervise district technology staff
- Build capacity in technology use
- Follow AUP guidelines, KETS standards and promote the ethical use of technology
- Develop professional learning programs for teachers and students to maximize the use of instructional technology
- Oversee training for teacher, staff, and administrators
- Responsibility for day to day operations of technology in Powell County Schools
- Model effective use of a variety of technology
- Maintain technology inventory and legal proof of ownership (hardware and software)
- Manage technology grants and complete all reports
- Serve on Leadership Team and Comprehensive Improvement Committee
- Develop technology budgets and ensure compliance with all purchasing procedures
- Support School Technology Coordinators at all schools in technology integration, professional development, and the Student Technology Leadership Program
- Ensure equitable deployment of computers throughout the district
- Maintain database of software in the district and update licensing for software applications
- Supervise technological purchases and ensure compliance with KETS Master Plan
- Stay current with technological advances
- Arrange for set up and maintenance of hardware
- Supervise maintenance of workstations and file servers
- Maintain building wiring and wiring closets to support network use
- Troubleshoot workstation and network issues
- Maintain virus protection district wide
- Participate in KTRS as required by KRS 161.220(4)
- Attend required district and regional meetings
- Perform other duties as assigned

- Oversee Federal Erate Program for the District
- Maintain District Website

KNOWLEDGE:
- Emerging trends and technologies in networking, information processing, and computer operations that would enhance the existing infrastructure for productivity and instruction
- Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs
- Capabilities of District Network
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Safety practices and precautions used in working with computer equipment
- Purchasing procedures
- KETS Master Plan

ABILITY TO:
- Interact with all stakeholders in determining software needs, computer services priorities, and implementation schedules
- Analyze situations accurately and adopt an effective course of action
- Develop implementation and deployment plans considering all stakeholders
- Ensure equity in hardware and software needs among all stakeholders

PHYSICAL DEMANDS:
- Work is performed while 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 light to heavy weights

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor**.**

EDUCATION AND EXPERIENCE: Current Kentucky teaching certificate and School Administration Certification. Minimum of 7 years of experience required; three years of successful administrative experience and/or leadership is preferred

LICENSES AND OTHER REQUIREMENTS: Administrative certification