



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIGITAL INNOVATIONS AND PROGRAM MANAGEMENT
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4056
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership in the development of a coherent and aligned professional and digital development plan to ensure all teachers and staff are provided with a quality learning experience. Provides leadership in the development of all digital learning systems, training modules, support and possible expansion of current educational technology opportunities. Works closely with other departments but primarily with the Academics department to ensure a seamless technology experience for staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in and formalizes District short and long range planning in areas of possible growth, expansion, and new educational opportunities in technology

Directs the establishment and ongoing operations of professional development to ensure long-term professional development programs are in place In conjunction with Teaching and Learning department

Coordinates the development, implementation, and ongoing refinement of professional and digital development and training programs necessary to ensure that teachers and other staff know the specific knowledge and skills to be taught and learned at each grade and in each subject, and how to utilize appropriate platforms to support deeper learning

Supports the Academic Division with the operational logistics needed for school leadership professional developments and trainings, including district-wide trainings

Works in conjunction with multiple departments to facilitate the use of technology to meet District needs

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to technology programs

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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 automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree or higher from an accredited university in related field

Three (3) years of successful experience as a teacher or equivalent

Experience with technology and training

Effective communication skills

DESIRABLE QUALIFICATIONS

Organizational, communication, and interpersonal skills

Skill in planning and project management
Knowledge of the educational processes
Experience in a diverse workplace