



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	ASSOCIATE INFORMATION TECHNOLOGY
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II / GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8636
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for the overall development, organization, and monitoring of IT3 initiatives including fiscal management and state reporting; supervises and directs the work of committees and other groups as needed.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for and assists with short-range and long-range planning
- Works cooperatively with all IT3 directors, specialists, and managers in assessing and addressing the District's priorities and needs in order to develop, review, and revise programs or activities
- Prepares reports and makes recommendations for department as assigned
- Supervises and directs the work of committees and task forces as assigned
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of technology integration
- Ensures compliance with local, state and federal regulations and procedures related to area of assignment
- Collaborates with stakeholders to identify suitable benchmarking opportunities for improved productivity, efficiency and technology quality
- Ensures compliance with Board Goals and Administrative Objectives related to area of assignment
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- Master's Degree / valid Kentucky Teaching Certificate
- Three (3) years of successful leadership experience with instructional technology
- Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience with information technology
- District level leadership experience
- Experience in a diverse workplace

