



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

JOB TITLE:	SPECIALIST TECHNOLOGY INTEGRATION
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IV GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4224
BARGAINING UNIT:	CERX

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 technology 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
- Collaborates with stakeholders to identify suitable benchmarking opportunities for improved productivity, efficiency and technology quality
- Ensures compliance with local, state and federal regulations and procedures related to area of assignment
- Ensures compliance with Board Goals and Administrative Objectives related to area of assignment
- Evaluates staff as assigned
- 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, 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 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 w/ 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