



REVISED: 01/18/2025
Submitted: 12/17/2024

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| JOB TITLE: | EXECUTIVE ADMINISTRATOR EDUCATIONAL TECHNOLOGY & MEDIA SERVICES |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | IV, GRADE 14 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4056 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
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| Provides vision and leadership for Educational Technology in the District. 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 Division to ensure a seamless technology experience for students and staff. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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| Participates in and formalizes District short and long range planning in areas of possible growth, expansion, and new educational opportunities in technology |
| Oversees the Library Media Services program of the District in cooperation with the Executive Director of Library Media Services |
| Provides intentional coaching and creates systems to guide District digital learning coaches based on the district's instructional vision |
| Stay abreast of current and emerging technologies and trends in educational technology |
| Explores and oversees grant opportunities to fund and expand technology in the classroom |
| 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 |
| Monitors the implementation of instructional technologies in the local schools and coordinates with the Academics Division to meet the educational objectives of the District |
| 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 |
| Designs, develops, implements, and/or recommends Student Technology Leadership Program (STLP) resources and opportunities |
| Supports the Academic Division with the operational logistics needed for school leadership professional developments and trainings, including district-wide trainings |
| Support the integration of technology into Library Media Services to enhance student learning |
| 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 |
| Regular, predictable performance is required for all performance responsibilities |
| This position requires collaboration, customer support, and team interaction |

| PHYSICAL DEMANDS |
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| This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek). |

| MINIMUM QUALIFICATIONS |
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| 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 |
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| Organizational, communication, and interpersonal skills |
| Skill in planning and project management |
| Knowledge of the educational processes |
| Experience in a diverse workplace |