



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

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

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

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
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
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