JOB TITLE:	TECHNICAL LEAD DIGITAL INNOVATION
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4754
BARGAINING UNIT:	CERT

NEW: Submitted:

07/01/2019   05/14/2019

SCOPE OF RESPONSIBILITIES
Provides assistance to schools in the implementation and support of district-managed services including but not limited to Office 365, Financial Management System (MUNIS), School Digital Readiness Survey, Kentucky Student Information System (Infinite Campus), Active Directory, Google Domain, Little SIS, Lightspeed integration, Clever integration, inventory management. To provide oversight of all the District's technology hardware and software applications to insure all components of the Comprehensive District Improvement Plan are met in regard to technology integration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts quarterly STC Meetings to disseminate technology department/district-related information utilizing an approved agenda
Conducts school site visits on a routine and recurring basis to provide assistance and obtain feedback
Provides an overview of STC supports to any newly hired STC to include, technology department policies, standards, and procedures and how they apply to the District
Provides in-depth and ongoing technology guidance to all newly assigned STC's
Serves as the primary STC escalation point for all school-related technology department issues and initiatives
Reviews, and validate the annual Digital Readiness Report submitted by the District to the KDE
Ensures technology department standards are communicated and maintained
Coordinates technical problem resolution between the school, partner/vendor community, and the appropriate technology department teams
Provides guidance on the 1:1 district match initiative, as well as periodically monitor school participation in the program to ensure the maximum benefit to the school and most efficient use of this funding program for the school
Works with the school leadership to identify all programmatic funding sources and work with the STC to maximize the use of these funds
Supports and participate in all STLP Regional events
Meets with school-level and district-level personnel as requested by District leadership to provide thought leadership on technology issues and assist with technology discussions
Facilitates partnerships between regional K-12 technology organizations; work with them to promote effective technology learning and positive group discussions for the growth of the participants
Provides assistance and guidance to STC's and/or school leadership in focusing on establishing visionary decision-making, based on research and data sources, to enhance student learning
Leads efforts in Digital Citizenship, appropriate uses of technology, and Acceptable/Responsible Use Policies
Provides training to classified and certified personnel in the areas of computer hardware and software
Provides (MDM) Mobile Device Management support
Performs other duties 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, 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 automobile equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher
Kentucky Teacher Certification
Five (5) years successful teaching experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a tech-related field
Experience in employee supervision
Experience in a diverse workplace