



Lenoir City Schools

Job Description

Position Title: Chief Technology Officer

Reports To: Director of Schools

Job Goal: Facilitate, plan and oversee the school system's technology program for both instructional and operational purposes. And align the technology program with school system needs and Board of Education goals

Term of Employment: 12 Months

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Develop and implementation of a system wide technology plan.
- Provide leadership for short and long-range planning for all technology initiatives; vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting and collaboration with others.
- Serve as a clearinghouse of information on trends, research, applications and effective practices related to the use of instructional technology in the school program and school system.
- Administration of the technology portion of the school budget.
- Monitors the district technology professional development programs and provides direction and oversight in the development of any new or revised educational programs. Includes all relevant technology support staff (School Level Technology Coaches, Personalized Learning Facilitators and Instructional Technology Specialists) in the planning and implementation of programming.
- Coordinates all technology education programs in the district and makes specific recommendations regarding those programs.
- Supervise virtual learning initiatives.
- Provide effective leadership in developing, implementing and evaluating plans for a comprehensive, system wide school library media program.
- Assist principals in the delegation and supervision of school library media personnel responsibilities.
- Works with principals and/or teacher evaluators to appraise the performance of school library media personnel.
- Administers, coordinates and plans the selection of educational materials and resources including hardware and software.
- Collaborates with staff to further the integration of technology into the curriculum and establish best practices to guide everyday teaching and lesson planning.
- Direct supervision of the Network Administrator, Instructional Technology Specialists and Administrative Assistant for Technology and Instruction including the schedule of work.
- Coordinates the technical support necessary to provide timely repairs, which result in student and staff access whenever needed.
- Oversee the web site utilization for the school system.
- Prepare and deliver written and oral presentations on technology issues to the Board of Education, principals, teachers, parents, and community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
- Serve as the school system representative on the local Cable TV Board.
- Complete/monitor the OCR report.
- Serve as the Federal Projects Director.
- Participate in professional growth opportunities such as conferences to keep abreast of innovations in information management and technology services as well as new trends in instructional technology.
- Perform any and all other duties as assigned by the Director of Schools.

Qualifications:

- Current Tennessee teaching license.
- Possess an in depth understanding of classroom pedagogy.
- Possess a proficiency in utilizing current technology to enhance teaching.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Good organizational skills.
- Proficient interpersonal skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).