

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Chief Information Officer	Reports to: Superintendent
Job Class Code: 0190/2211	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Coordinate the computer education program in all schools.
- Promote effective instructional use of technology in all schools.
- Coordinate and advise in the selection and purchase of instructional software, hardware, and other electronic instructional resources.
- Coordinate the work of district and school-based technology staff.
- Oversee on-going technology professional development and follow-up for certified personnel at the district, school, and classroom levels.
- Ensure compliance with the Kentucky Education Technology System.
- Develop, implement, and monitor plans for effective use of technology. Plans include, but are not limited to, the technology component of the district's improvement plan.
- Evaluate instructional materials for potential district-wide adoption.
- Evaluate the use of instructional technology in the district, and promote research-based instructional technology practices.
- Serve as technology resource to SBDM councils and school technology committees.
- Engage in school, community, and public relations activities pertaining to instructional technology.
- Disseminate information pertaining to instructional technology to teachers, parents, staff, and community.
- Coordinate with technical support staff to ensure the instructional technology works properly.
- Promote compliance with governmental standards, copyright, board policy, and acceptable use policies related to technology.
- Develop and support technology standards for students, teachers, and administrators.
- Serve as primary contact between the district and other agencies, such as the Kentucky Department of Education, the US Department of Education, universities, and technology vendors.
- Support the use of technology for student assessment.
- Collaborate with district instructional services personnel to support effective instructional use of technology.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education Minimum requirements: Bachelor's and/or Master's Degree in technology related field  
Experience: proficient in use and application of information technology

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*