

1. Duties as assigned by the Superintendent
 - a. Attends monthly EC Board of Education meetings.
 - b. WRSI Grant – Video & PowerPoint Creation
 - c. Recallable Nickel – PowerPoint and Brochure Creation, Town Hall Technical Lead
 - d. Creation of District Sharing Public Calendar
 - e. Create and Maintain Collaboration Site Folders for all buildings
 - f. Create and convert any and all district forms into electronically fillable forms
 - g. Coordinator of district wide Copier Lease and Request for Proposals
 - h. Coordinator of district wide electronic document retention plan and future implementation
 - i. District Technician Supervisor
 - j. Attend all regional DTC/CIO meetings
 - k. Attend all state level DTC/CIO meetings

2. District Energy Manager
 - a. Creation of Monthly Energy Reports
 - a. Review all electric and Gas Bills and maintain running database of monthly usage.
 - b. Present bi-monthly energy report to the board.
 - c. Submit all required SEMP Project Reports
 - d. Apply for any and all energy reimbursement funds from electrical and gas companies.
 - e. Review energy consumption data with building principals, maintenance, Facilities Director, and Superintendent, to note spikes and potential savings.
 - f. Develop District Energy Team
 - g. Develop School Level Student Energy Teams

3. District Technology Coordinator/Chief Information Officer
 - a. Coordinate and Implement district wide 1:1 Computer Program
 - i. Chromebook Review
 - ii. Google Cloud Administration
 - iii. Google Apps for Education Administrator
 - iv. Google Cloud Sync Administrator
 - b. Microsoft Imagine Academy Supervisor
 - i. Console 8 Administrator
 - c. Microsoft Licensing administrator
 - d. E-Rate Coordinator
 - i. All E-Rate Reporting
 - ii. All E-Rate Applications
 - iii. All E-Rate Equipment Administration
 - iv. All E-Rate Reimbursements
 - e. District Website Administrator

- f. Active Directory Administrator
- g. STLP (Student Technology Leadership Program) Coordinator
- h. District Security Systems Administrator
 - i. Security Camera's
 - ii. Badge Entry Systems
- i. District Network Administrator
 - i. Wireless Infrastructure
 - ii. Wired Infrastructure
 - iii. Server Administrator
- j. Web Filter Administrator
- k. Supervisor of all district/school technology purchases and maintenance
- l. One Call Now Student Contact System Administrator
- m. Travel Tracker Vehicle Software Technical Administrator
- n. District Phone Systems Administrator
- o. District Technology Integration Supervisor
- p. School Dark Fiber Connection Administrator
- q. Coordinate the computer education program in all schools.
- r. Promote effective instructional use of technology in all schools.
- s. Coordinate and advise in the selection and purchase of instructional software, hardware, and other electronic instructional resources.
- t. Coordinate the work of district and school-based technology staff, including Technology Resource Teachers, School Technology Coordinators, Microcomputer Resource Technicians, Student Technology Leadership Program Coordinators, and any other staff who support instructional use of technology.
- u. Oversee on-going technology professional development and follow-up for certified personnel at the district, school, and classroom levels.
- v. Ensure compliance with the Kentucky Education Technology System.
- w. Develop, implement, and monitor plans for effective use of technology. Plans include, but are not limited to, the technology component of the district's consolidated plan.
- x. Evaluate instructional materials for potential district-wide adoption.
- y. Evaluate the use of instructional technology in the district, and promote research-based instructional technology practices.
- z. Participate in any committees related to instructional technology.
- aa. Technology Coordinator for all district testing
 - i. Map
 - ii. WIDA
 - iii. ACT QualityCore
 - iv. PearsonVue
- bb. District WAAPOC – Web Apps Administrator
- cc. CIITS Technical Administrator
- dd. Creation of District/School Technology Plans
- ee. Anti-Bullying STOP-Tip Line Coordinator
- ff. Student CIPA Compliance Officer

- gg. Technology Readiness Report
 - hh. Technology Activity Report
 - ii. Student Digital Driver's License Administrator
 - jj. Serve as technology resource to SBDM councils and school technology committees.
 - kk. Engage in school, community, and public relations activities pertaining to instructional technology.
 - ll. Disseminate information pertaining to instructional technology to teachers, parents, staff, and community.
 - mm. Coordinate with technical support staff to ensure the instructional technology works properly.
 - nn. Promote compliance with governmental standards, copyright, board policy, and acceptable use policies related to technology.
 - oo. Develop and support technology standards for students, teachers, and administrators.
 - pp. 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.
 - qq. Support the use of technology for student assessment.
 - rr. Collaborate with district instructional services personnel to support effective instructional use of technology.
4. Liaison
- a. Attends School Leadership Team meetings on a bi-weekly basis.
 - b. Attends SBDM Council meetings.
 - c. Conducts teacher walkthroughs and provides feedback to teachers and principals.
 - d. Attends Professional Development activities.
 - e. Answers questions regarding day-to-day instructional issues at the school.