

JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

NEW:

O-1.2.04 Maintenance Supervisor - Technical and General

The reorganization of the Maintenance Department has resulted in the merging of the Maintenance Supervisor (General) and Maintenance Supervisor (Technical) positions into a single Maintenance Supervisor position. This job description is a result of the consolidation of those duties and responsibilities into a single position.

I-1.2.13 Project Budget and Purchasing Coordinator

The Coordinator II of Project Budget and Purchasing is a position requested by both Business Affairs and the Instructional Division to ensure financial efficacy exists across all state and non-title federal grants awarded to the district. This position will oversee both the budget development and grants management including the submission of all quarterly documentation as required by the grant. The position will be responsible for all purchases made with grant funds and seek new grant opportunities.

I-1.1.60 Technology Services Manager

Several new Federal, State, and Local level technology-focused initiatives warrant the need for a manager position within Information Services that doesn't currently exist. The purpose of this position is to serve as a manager of technology-based projects and/or mandates that align with the department management structure. Such duties include the following:

- Delivery of digital content
- Mobile device management
- Disaster Recovery and Business Continuity Plans
- Delivery of technology centered professional development

I-1.1.07 Assistant Superintendent for Information and Technology

Increased accountability for state reporting and assessments as well as the ever increasing changes in technology that significantly impact teaching and learning support the need for the creation of the Division of Information and Technology Services.

REVISED:

O-1.1.05 Assistant Superintendent for Support Services

Acceptance of a bachelor's degree with course work in construction, civil engineering, etc. ensures educational level and appropriate course work.

B-1.1.26 Internal Accounts Auditor

Upon review of this job description, it was discovered that Business Affairs originally submitted it as a Director II. This is a correction to begin in the 15-16 school year.

I-2.2.36 Specialist Title I

This teacher position is revised to reflect changes to updated job responsibilities for evaluation, reporting structure, and changes in job specific requirements. This will be effective for the 2015-2016 school year.

I-2.2.60 Title III Professional Development Program Specialist

This teacher position is revised to reflect changes to updated job titles for evaluation, reporting structure, and changes in job specific certifications no longer applicable. The previous job description indicated a split of duties between Title I and III. This position will be solely funded by Title III funds effective the 2015-2016 school year.

I-1.1.16 Director of School Improvement / Professional Development and Assessment

The change in the Director of School Improvement/ Professional Development and Assessment is a change in position grade only. This change will give equity to all directors within the division.

I-1.2.18 Supervisor of Instructional Resources/STEM

The Supervisor II of Instructional Resources/STEM replaces the Supervisor I of Instructional Support Services as both a cost savings measure and new responsibilities as our resources shift to digital content. This position also reflects our efforts to increase access to STEM courses and programs for students across the district.

I-1.4.21 Technology Services Coordinator

This position is revised to reflect changes to updated job titles for evaluation, reporting structure, and changes in job specific certifications no longer applicable. Such duties include the following:

- Support of infrastructure, hardware, and mobile devices
- Analysis, research, and development of and technology to meet new demands
- Vendor coordination of products and services
- Assurance of security protocols regarding district resources and data

I-1.4.22 Supervisor of Technology Services

This position is revised to reflect changes to updated job titles for evaluation, reporting structure, and changes in job specific certifications no longer applicable. Such duties include:

- Computer-based Assessment readiness and administration
- Data collection, verification, submission, and analysis
- Coordination of technology and information services with external agencies
- Mandated compliance with security, data, and technology requirements

Job Locator: O-1.2.04
Maintenance Supervisor - Technical and General
Position Grade: Supervisor III
Evaluated by: Director of Maintenance

Job Description:

This employee is directly responsible to the Director of Maintenance.

Responsibilities and Duties of this Position Include:

1. Responsible for the supervision of the Maintenance Department in the absence of the Director of Maintenance.
2. Supervise, schedule, and coordinate work assignments and follow up on work orders as required.
3. Review blueprints/plans for school facilities and make recommendations for improvements to the Director of Maintenance.
4. Implement preventive maintenance procedures on equipment and facilities.
5. Coordinate the performance of the Maintenance Guidelines Annual Evaluations and other necessary inspections of facilities.
6. Coordinate inservice programs for the Maintenance Department.
7. Establish and implement bid packages, purchasing of materials, and production control.
8. Maintain cost processing system to account for materials and labor.
9. Assist in the evaluation of personnel.
10. Maintain contracts with vendors as required to perform services that District Maintenance Personnel are not licensed to perform.
11. Maintain all existing permits in accordance with Florida law.
12. Act as Project Manager on related special maintenance projects.
13. Perform other duties as may be assigned by the Director of Maintenance.

Required Qualifications:

1. Bachelors Degree, or must have a High School Diploma or G.E.D. and ten (10) years experience in related maintenance/building field or hold an associate degree with five (5) years experience.
2. Be knowledgeable of all trades related to facilities maintenance.
3. Be able to work in harmony with the public, staff, and subordinates.
4. Be able to read, interpret plans and specifications, estimate costs and plan work schedules.
5. Be knowledgeable of building, safety-to-life, and fire codes.
6. Must have a valid Florida Drivers License and must maintain safe driving record during employment.

Desirable Qualifications:

1. Bachelors Degree.
2. Skills in human relations.
3. Prior experience with school system.

Pending School Board Approval: 5-7-15

Job Locator: I-1.2.13
Project Budget and Purchasing Coordinator
Position Grade: Coordinator II
Evaluated By: Asst. Superintendent for Instruction

Job Description:

The Project Budget and Purchasing Coordinator is directly responsible to the Assistant Superintendent for Instruction for the coordination and monitoring of the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.

Responsibilities and duties of this position include but are not limited to:

1. Ensure compliance with the rules and regulations administered by the grantor.
2. Work with department staff members in the preparation and timely submission of grant applications and reports.
3. Develop, adjust, and monitor associated budgets.
4. Monitor, prepare, and submit reports on the financial status of grant-funded programs as required by grantor.
5. Participate in audits of grant expenditures and program activities by federal and state agencies as necessary.
6. Assist department staff when determining allowable staff, materials, and activities based on grant application, guidelines, and allocated budget.
7. Track and approve grant funded requisitions based on knowledge of grant requirements and budget allocations.
8. Maintain current knowledge of state and federal issues relating to grants.
9. Serve as a liaison for departments on issues regarding grants.
10. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
11. Serve as a liaison between the Instructional Division and Business Affairs in regards to special project funds, grants and other district funding sources for allowable budgetary expenditures, staffing, materials and activities.
12. Other related duties consistent with job description and assignment.

Required Qualifications:

1. Graduation from an accredited college with a Bachelor's Degree in Accounting, Finance, Business or a related field and/or an equivalent combination of training and experience.
2. Minimum of two to three years of related experience in budgets, accounting, and/or finance in the public sector.
3. Minimum of two to three years of federal and state grant monitoring, reporting, and management.

Desired Qualifications:

1. Experience in an educational setting.
2. Job related experience with increasing levels of responsibility.

Pending Board Approved: 5/7/15

Job Locator: I- 1.1.60
Technology Services Manager
Position Grade: Coordinator III
Evaluated by: Assigned Administrator

Job Description:

The Technology Services Manager is directly responsible to their assigned administrator. He/she has primary responsibility for managing the deployment and support technology within the District.

Responsibilities and Duties of this position:

1. Manage the development, implementation, and improvement of support procedures for the efficient delivery of assigned technology services.
2. Monitor, evaluate, and report on the technology services delivered by assigned personnel or vendors remains within the parameters set in the department's service level agreements.
3. Communicate with vendor technical support to resolve hardware, software, application, and/or service issues.
4. Monitor and manage the performance of technology services and initiate necessary corrective action.
5. Monitor, evaluate, and report on the availability and capacity of assigned technology services to ensure high availability of resources.
6. Provide project management for planning, implementing, improving, and maintaining technology services for the district.
7. Analyze and act on data collected through the use of tools and strategies designed to measure customer satisfaction and quality of technology services delivered by the department to improve effectiveness and efficiency.
8. Provide coordination and direction for the installation and maintenance of technology services for the District.
9. Provide plans for the justification and procurement of hardware, software, applications, and services.
10. Keep supervisor informed of potential problems or unusual events.
11. Respond to concerns and inquiries in a timely manner.
12. Assist leadership in implementing and monitoring technology services in schools and administrative offices to achieve the district's mission and strategic aims.

Required Qualifications:

1. Associates Degree and/or industry certification.
2. Experience working with technology in an educational setting.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience in developing communication strategies utilizing current technologies and industry best practices.
5. Ability to communicate well and work well with people.

Desired Qualifications:

1. Bachelor's Degree
2. Experience with Process Flow, Change Management, and/or Project Management.

Pending Board Approval: 5/07/15

Job Locator: I-1.1.07
Assistant Superintendent for Information and Technology
Position Grade: Assistant Superintendent
Evaluated by: Superintendent

Job Description

The Assistant Superintendent for Technology and Innovation is directly responsible to the Superintendent of Schools. This person serves in a line-staff relationship with the Deputy Superintendent and a staff relationship with the other Assistant Superintendents.

Responsibilities and duties of this position include:

1. Provide leadership and direction in technology and innovation.
2. Provide direction and coordination for comprehensive planning and budgeting for information technology ensuring that the information systems infrastructure effectively supports the District's mission and strategic plan.
3. Supervise and evaluate the administrators within the Information and Technology Division.
4. Provide overall supervision and coordination of all business and instructional technologies and applications within the district.
5. Facilitate communications and planning efforts among district-level administrators and local school administrators regarding technology and digital content.
6. Promote and facilitate innovative ideas as they relate to technology and digital content.
7. Assume responsibility for the implementation and evaluation of state and federal mandates/statutes for digital initiatives.
8. Oversee all district technology systems including wide area and local area networks, related hardware, software, system enhancements, and upgrades.
9. Provide strategic direction in the areas of policy, planning, and standards for information technology, assessment, and accountability related functions.
10. Oversee procedures to ensure the protection of enterprise technology assets and the integrity, security, and privacy of information.
11. Compile and interpret data regarding the District's assessment program to all stakeholders.
12. Ensure compliance with new state and federal mandates in the areas of technology, assessment, and accountability.
13. Increase district use of student data to analyze, develop and report plans to improve student academic performance.
14. Perform other duties as the Superintendent or Deputy Superintendent may assign.

Required Qualifications:

1. Master's Degree
2. Five (5) years successful experience in administration or supervision.
3. Appropriate communications and human relations skills.

Desired Qualifications:

1. Knowledge of state reporting requirements such FTE, projections, and surveys.
2. Experience in administration and analysis of assessment and accountability processes.
3. Classroom/teaching experience with knowledge of instructional technology.

Pending School Board Approval: 5/7/2015

Job Locator: O-1.1.05
Assistant Superintendent for Support Services
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Support Services is responsible to the Superintendent.

Responsibilities and Duties of this Position Include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, Maintenance, and the Coordinator of Operations.
2. Provide direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety, and Security and Intergovernmental Relations, and Emergency Operations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments in the Division of Support Services.
4. Ensure compliance with all laws, rules, regulations and policies.
5. Advise and consult with the Superintendent and the School Board on Support Service related issues.
6. Direct the development and recommendation of policies relative to Support Services.
7. Supervise the preparation of the Support Services agenda for School Board meetings.
8. Prepare required studies and reports relative to Support Services.
9. Direct the development of the District's annual Classroom Assessment.
10. Facilitate communication, organization and planning efforts among District-level Support Service Administrators, other District Administrators, School Administrators and local governments.
11. Promote and facilitate positive public relations for the School System especially as that pertains to Support Services.
12. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor's of Science Degree with considerable course work in construction, civil engineering, architecture, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.
4. Experience in bidding procedures and contract law.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desirable Qualifications:

1. Master's Degree.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/87, 8/13/87, 2/16/89, 1/17/91,
5/20/93, 4/21/94, 9/18/97, 11/17/98, 2/15/01
(Effective 7-01-01), Revised: 01/20/05, 3/16/06
(Effective 7-01-06), Revised: 2/21/08, Revised:
2/10/14

[Pending School Board Approval 5/7/15](#)

Job Locator: B-1.1.26
Internal Accounts Auditor
Position Grade: ~~Director III~~ Director II
Evaluated By: Deputy Superintendent

Job Description

Provides administrative leadership for Internal Accounts in support of process accountability and safeguarding of internal funds by keeping the School Board in compliance with statutes and rules regarding school internal accounts and to assist school bookkeepers and principals with their financial responsibilities.

Responsibilities and duties of this position include:

1. Conduct audits of internal accounts at all schools and centers annually.
2. Oversees and reviews the monthly and annual reconciliation of Internal Fund financial information for all schools and centers on a consolidated basis.
3. Develops and implements procedures manuals for accountability of internal funds and compliance with State and District rules, regulations and policies.
4. Provides guidance to schools on issues concerning policies, procedures and financial accountability.
5. Ensures compliance with Board Rules, Federal regulations, state regulations and good business practices relating to school funds.
6. Maintains and supports internal accounting software, develops and recommends modifications of existing systems to improve efficiency and effectiveness for all schools and centers.
7. Trains and assists bookkeepers in bookkeeping procedures and concepts relevant to Internal Funds.
8. Prepare school and center audit reports for submittal to the Superintendent and School Board.
9. Maintain a close working relationship with appropriate school personnel to ensure information exchange and coordination of efforts.
10. Conduct follow-up audits as directed by the Superintendent to review compliance after deficiencies have been noted.
11. Communicate with principals, cost center supervisors and other employees regarding audit evaluations and recommendations.

12. Performs special audits upon request.
13. Perform other duties as assigned by the Deputy Superintendent.

Required Qualifications:

1. Bachelor's degree in Accounting or Business Administration, Master's or CPA preferred.
2. Knowledge of the following; The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
3. Minimum of five (5) years successful experience in auditing, school bookkeeping, or equivalent governmental accounting experience.
4. Demonstrated evidence of strong organization, and leadership skills.
5. Demonstrated ability to communicate in oral and written communication and work with a diverse group of people.
6. Knowledge of current financial software, internal accounts software and other applicable software.
7. Ability to move up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
8. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

Desired Qualifications:

1. Supervisory experience.
2. Experience in Clay County School Board internal accounts policies, procedures and software.

Board Approved: 02/10/2014
Pending School Board Approval: 5/7/15

Job Locator : I-2.2.36

Specialist Title I

**Position Grade: Teacher Salary Schedule
11 Months**

**Evaluated By: ~~Director~~ Supervisor of
Elem. Ed.**

Job Description:

The Title I Specialist is directly responsible to the ~~Director~~ Supervisor of Elementary Education/Title I Project Facilitator.

Responsibilities and duties of this position include:

1. Provide technical assistance to all ~~Targeted Assisted and Schoolwide~~ Title I Schools.
2. Monitor compliance with the Clay County Title I ~~Project, Part A Project (TIPA)~~ state guidelines, and federal regulations.
3. Assume major responsibility for preparation of the ~~Title I~~ TIPA Project, Parent Involvement Plan and Parent Advisory Council meetings.
4. Assume major responsibility for TIPA Project amendments and reports.
5. Make on-site visits bi-weekly to each Title I approved educational agency.
- ~~6. Assist with Department of Education statistical reports.~~
- ~~7. 6.~~ Prepare and conduct ~~in-service activities~~ professional development to meet identified needs of Title I staff, ~~regular~~ teachers, and Title I parents.
- ~~8. 7.~~ Monitor monthly expenditure reports and the purchasing of instructional materials and equipment.
- ~~8.~~ Coordinate Title I school based technology initiatives including planning, installation, monitoring and professional development needs.
9. Perform other duties as assigned by the ~~Director of Elementary Education.~~ Evaluator.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Elementary Education and/or Administration.
2. Minimum of three (3) years experience teaching educationally disadvantaged children.
3. Knowledge of computer technology.

Desired Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Reading.
2. Advanced training in Educational Leadership.

Effective: 6/21/90

Revised: 11/16/99

Revised: 8/17/06

Pending School Board Approval: 5/7/15

Job Locator: I-2.2.60

~~Title I~~Title III Professional Development Program Specialist

Position Grade: Teacher Salary Schedule

Evaluated by: ~~Director of Instructional Projects~~ Supervisor of Reading/Language Arts

Job Description:

The ~~Title I~~Title III Professional Development Program Specialist is directly responsible to the ~~Director of Instructional Projects~~ ESOL Supervisor. He/she serves in a staff relationship with other teachers.

Responsibilities and duties of this position include:

- ~~1. Provide in service training, coaching and modeling to teachers in academic curriculum and methods.~~
- ~~2.~~ 1. Assist classroom teachers with the selection of appropriate academic curriculum materials for ELL students.
2. Model effective teaching practices for ELL students.
- ~~3. Develop workshops and instructional materials for teachers in academic areas.~~
3. Provide instructional support to ESOL classroom assistants.
- ~~4. Maintain such records and reports as are necessary to the successful execution of the job.~~
4. Plan and conduct professional development for ESOL teachers and assistants
5. Plan and conduct parental involvement activities/training for ELL parents.
6. Coordinate and conduct quarterly ELL Parent Leadership Council meetings.
7. Assist in planning ESOL Parent Night
8. Update and maintain LEA ESOL website.
9. Design and distribute quarterly ESOL newsletter.
10. Assist in creating the ESOL climate survey and in reviewing survey data in order to make sound instructional decisions regarding ELL students.
11. Assist other specialists in tasks that impact ELL students.
12. Attend appropriate Title III conferences for updates.
13. Monitor compliance of schools in relation to state and federal ESOL regulations.
14. Assist in writing the District ELL Plan and Immigrant Grant
15. Represent district on monthly conference calls with the SALA office.
- ~~5-16.~~ 16. Perform such other tasks and assume such other responsibilities as the ~~Director of Instructional Projects may assign.~~ Supervisor of Reading/Language Arts.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate with ESOL certification.
2. Three years successful teaching experience.
3. Ability to communicate effectively in both spoken and written form ~~and work well with others.~~
4. Ability to work well with others.

Desired Qualifications:

1. Master's degree in related curriculum areas.

2. Five years successful teaching experience.
3. Demonstrated proficiency in integrating technology into the curriculum.

Effective: [7/19/2012](#)

Pending School Board Approval: 5/7/15

Job Locator: I-1.1.16

Director of School Improvement / Professional Development and Assessment

Position Grade: Director ~~II~~I

Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of School Improvement/Professional Development and Assessment is directly responsible to the Assistant Superintendent for Instruction for the administration and supervision of school improvement, professional development and assessment.

Responsibilities and duties of this position include:

1. Provide leadership and direction in school improvement based on federal, state and district guidelines
2. Facilitate planning and implementation and monitoring of school improvement at the district and school level based upon current student data.
3. Assist the Assistant Superintendent for Instruction in the evaluation of school improvement implementation.
4. Promote and facilitate positive public relations for the school improvement process.
5. Administer and supervise the District's Master Inservice Plan and District Improvement Plan.
6. Provide instructional leadership, direction, and monitoring of the development and implementation of district and school level professional development plans that have a positive impact on student achievement.
7. Facilitate the district's Principal Preparation Program required training components.
8. Coordinate and conduct training in collaboration with local universities to assist aspiring leaders in attainment of their Master's Degree in Educational Leadership.
9. Hire, supervise and evaluate instructional coaches.
10. Coordinate the district's annual Summer Leadership Academy.
11. Oversee the district's five-year accreditation process and renewal.
12. Write, implement and monitor the annual Title II Federal Grant.
13. Coordinate, provide and evaluate professional development to enhance teacher practices based on state and district initiatives.
14. Coordinate, provide and evaluate professional development to enhance instructional leadership based upon state and district initiatives. Maintain, schedule and monitor professional development activities throughout the district.
15. Supervise the inservice certification process in accordance with Florida Statutes and the State Board of Education regulations.
16. Provide administrative leadership in the District's development, administration and supervision for all K-12 student assessment, required by the United States Department of Education, Florida Department of Education, or the Clay County School Board.
17. Provide schools and district with current K-12 testing data.
18. Supervise the tracking of the State of Florida required ESOL training for teachers, guidance counselors, and administrators.
19. Perform such other tasks and assume such responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Masters' Degree and valid Florida Educator's Certificate showing certification in Administration and Supervision or Educational Leadership.
2. Five (5) years of successful experience in administration and supervision.
3. Experience in delivery of professional development.

Desired Qualifications:

1. Demonstrated record of instructional leadership.

Board approved: 3/20/97 (Effective 7/1/97)
Revised: 2/19/04 (Effective 7/1/04)
Revised: 2/16/06
Revised: 1/16/14

[Pending School Board Approval 5/7/15](#)

Job Locator: I-1.2.18
Supervisor of Instructional Resources/STEM
Position Grade: Supervisor I-II
Evaluated by: Assistant Superintendent for
Instruction Director of K-12 Academic Support
Services

Job Description:

The Supervisor of Instructional Resources/STEM is responsible to the Assistant Superintendent for ~~Instruction~~ Director of K-12 Instructional Support for the coordinating and supervision of support areas assigned to the Instructional Resources/STEM Department.

Responsibilities and duties of this position include:

1. Supervise the overall Instructional Resources/STEM Department and all assigned personnel.
2. Supervise ~~Assist in~~ the planning and development of the district's ~~K-12 virtual school program and~~ digital convergence in all K-12 school.
3. Develop and supervise the district's STEM programs and initiatives for K-12.
4. Assist in the development and implementation of curriculum mapping and professional development related to the STEM areas.
5. Assist in the development and expansion of Academy Programs related to STEM.
6. Assist in the comprehensive planning and budgeting for district-level aspects of the Department of Instructional Resources and STEM.
7. Develop and maintain relationships with community partners and grantors in the STEM related fields. Seek grants and funding sources to enhance program development.
8. Administer the instructional materials categorical allocations, purchases and inventories for all schools and departments within the district. Negotiate contracts when necessary.
9. Track legislation related to instructional resources, digital convergence, and STEM standards and curriculum.
10. Organize and coordinate all instructional materials adoption ~~and selection~~ processes for the Clay County School District.
11. Coordinate and supervise all digital curricula and related technology support.
12. Communicate and coordinate technology support needs with Information Services.
13. ~~Supervise all Print Center operations.~~
14. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Master's Degree in Educational Leadership or Administration and Supervision.
3. Five (5) or more years as a certified school-based employee.

Desired Qualifications:

1. One (1) or more years in ~~media services and/or~~ instructional technology experience.

Board Approved: 03/20/97 (Effective 7/1/97)
Revised: 06/23/97 (Effective 7/1/98)
Revised: 02/17/11 (Effective 7/1/11)
Revised: 01/16/14
Revised: 03/24/15
Pending School Board Approval: 5/7/15

Job Locator: I-1.4.21

Information Technology Services Coordinator

Position Grade: Coordinator II

Evaluated by: Assistant Superintendent, Information and Technology Director of Information Services

Job Description:

The Information Technology Services Coordinator is directly responsible to the Director of Information Services. He/she has primary responsibility for the coordination for all activities related to technology in research and planning related to Data Networks, Software Support, Server planning, and Data Communications to support the District.

Responsibilities and Duties of this position:

1. Analyze data, digital devices, applications, infrastructure, and communication resources ~~computer hardware, software and networking~~ requirements to prepare recommendations to meet district needs.
2. Coordinate ~~Supervise~~ work flow for installation and maintenance of district technology ~~maintaining and repairing district hardware, software, and web applications.~~
3. Coordinate district resources in the selection and management of vendor supplied services and goods.
4. Assist with the research, analysis and implementation of innovative and pilot projects related to data, digital devices, applications, infrastructure, and communication resources.
5. ~~Review Technology changes and offer alternatives to more effectively and efficiently support hardware and software, and other digital resources.~~
6. Assist in the design and documentation of system requirements and system specifications throughout the district, including those for Computer Based Testing.
7. Coordinate district resources in the evaluation and management of vendor supplied services and goods.
8. Assist in the coordination and delivery in the administration and supervision for all K-12 student assessments, required by the United States DOE, Florida DOE, or SDCC.
9. Assist school and district personnel in the coordination of research, analysis, selection and the implementation of innovative and pilot projects related to data, digital devices, applications, infrastructure, and communication ~~organization, and use of appropriate technological software, hardware, and related~~ resources.
10. ~~Supervise and~~ Assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
11. Assist with the generation and maintenance of ~~Generate and maintain~~ documentation for data collection and analysis reports, development and implementation of the district and school technology plans, school improvement plans, comprehensive planning and budgeting, security and vulnerability assessment and remediation, and user support procedures, ~~necessary to the successful execution of the job; i.e. software inventory, hardware inventory, IS procedures, Project plans, Disaster plans, Change Management, Feasibility Studies.~~
12. Assist with the analysis and development of District procedures such as Project plans, Disaster plans, Change Management, Feasibility Studies.
13. Coordinates daily tasks and assists with evaluations of Support personnel.
14. Assist with the coordination and delivery of ~~Provide~~ Professional Development for assigned staff as needed.
15. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelor's Degree and/or industry certification.
2. Experience working with technology in an educational setting.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience with Process Flow, Change Management, and/or Project Management Processes.
5. Experience in developing communication strategies utilizing current technologies and industry best practices.
6. Ability to communicate well and work well with people.

Desired Qualifications:

1. Familiarity with Research and Development processes including the creation of feasibility studies.
2. Knowledge and experience with coordination of vendor services

Board Approved: 05/06/2013

Board Reviewed: 02/10/2014

Pending Board Approval: 5/7/15

Job Locator: I-1.4.22

Supervisor of **Technology Information Services**

Position Grade: Supervisor III

Evaluated by: **Assistant Superintendent, Information and Technology Director of Information Services**

Job Description:

The Supervisor of **Information Technology Services** is directly responsible to the **Assistant Superintendent, Information and Technology Director of Information Services**. He/she is directly responsible for all activities related to **Instructional Technology** in the district.

Responsibilities and Duties of this position:

1. Work with the **Assistant Superintendent, Technology and Innovation Director of Information Services** and other **stakeholder groups** ~~department employees and school system employees~~ to analyze **data, digital devices, applications, infrastructure, and communication resources** ~~computer hardware and software and networking needs~~ to meet district **instructional** needs.
- ~~2. Supervise work flow for maintaining and repairing district hardware and software.~~
3. Assist school and district personnel in the operation and effective utilization of **instructional** technology.
4. **Provides administrative leadership in the administration and supervision for all K-12 student assessments, required by the United States DOE, Florida DOE, or SDCC.**
5. Assist the **Assistant Superintendent, Information and Technology Director of Information Services** with designing and implementing the minimum system requirements and standardized system specifications, **including those for Computer Based Testing** ~~throughout the district.~~
6. Assist school and district personnel in the selection, organization, and use of **technology appropriate technological software, hardware, and** related resources.
7. Supervise and assist in **data collection and analysis reports, the** development and implementation of the district and school technology plans, **school improvement plans, comprehensive planning and budgeting, security and vulnerability assessment and remediation, and user support procedures.** ~~and the development of procedures for technology specialists and advisors.~~
8. **Supervise the r**Review, coordinate, and monitoring **for** the development and implementation of **appropriate curriculum and technology related projects, programs with school and district personnel with emphasis on classroom applications (K-12), and technical support.**
- ~~9. Generate and maintain records and reports necessary to the successful execution of the job; i.e. district technology plan, school technology plans, projects, and inventories.~~
10. Provide **technological** support for **the** instructional programs through **cooperative and collaborative efforts both within and external to the district, regularly scheduled meetings with technology advisors, visits to schools, and articulation within the Instructional Division and all other departments.**
11. **Oversee coordination, collaboration, and response measures with external agencies such as Law Enforcement, Fire/Rescue, and Health Services as needed.**
12. Collaborate, assist, and evaluate activities of Support personnel.
- ~~13. Coordinate the setup of computer and telecommunications networks district wide, including maintaining related records and information.~~
14. **Supervises the research, analysis and implementation of innovative and pilot projects related to data, digital devices, applications, infrastructure, and communication resources.**
15. **Supervise the development of professional development activities for technology based initiatives.**
16. **Supervise all State and Federal technology mandates including assessments, bandwidth, and compliance reporting such as Security Audits, FTE, VAM, Roster Verification, and State Surveys.**
17. **Communicates with key stakeholders on the status of District technology related projects and initiatives.**
18. **Supervises district resources in the evaluation and management of vendor supplied services and goods.**
19. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelor's Degree and/or **advanced** industry **networking or security** certification and/or five years experience in the supervision of multiple **technology centered projects and/or initiatives, site locations,**

2. ~~remote software deployment, networking support tools, data communications, MS Server installation and support in a medium to large network.~~
3. Experience in supervision of one or more of the following: teaching computer or information systems science/or computer operations, /or programmer/or system and security analysis, the utilization or development of desktop, web, or mobile analyst /or extensive experience using computer applications.
4. Working knowledge of industry standards, mandated digital and reporting requirements, digital security, or development lifecycle i.e. networking, hardware, software, web applications.
5. Experience in Strategic Planning, with Process Flow, Change Management, and Project Management Processes.
6. Experience in developing communication strategies utilizing current technologies and industry best practices.
7. Ability to communicate well and work well with people.

Desired Qualifications:

1. ~~Rank II or Master's Level~~ Valid Florida Educator's Certificate in Administration and Supervision or Education Leadership.
2. **Advanced Degree**
3. Valid Florida Educator's Certificate
4. Three (3) years teaching experience

Board Approved: 5/18/06
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 Revised: 2/10/14
Pending Board Approval: 5/7/15