

Responsible to: Superintendent/Designee

The Coordinator for Student Services and District Technology shall:

- Oversee the implementation and integration of the KETS Program.
- Supervise technical I support staff to insure that the district is in full compliance with KETS Standards.
- Facilitate and implement a long term vision of the direction and purpose of technology usage in all programs using technology in the classroom and in the Central Office by teachers, students, and administrators.
- Works with other district personnel in the purchasing and installation of technology and wiring in the District.
- Oversee the procurement and implementation of technology according to all procurement guidelines and requirements of KETS.
- Facilitate a coordinated technology action plan.
- Provide technical advice and expertise to all departments needing or requesting it.
- Maintain all installed systems and infrastructure in a ready for use state of preparedness for the use of technology by classroom teachers and administrators.
- Introduce new and innovative uses of technology for the district.
- Represent the District at state and regional meetings.
- Prepare all required financial and progress reports for the Kentucky Department of Education and the District.
- Maintain an on-going public relations program through local media and district webpages/social media.
- Attend appropriate professional meetings and workshops.
- Assist in developing long-range planning for the district.
- Compile and organize information and resources necessary for the implementation of the technology program.
- Perform any other duties as may be assigned by the Superintendent and the Board of Education.

My signature below indicates that I have been given a copy of my job description.

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Signature

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Date