



EMPLOYEE NAME: \_\_\_\_\_

Created: 6/15 Revised: 6/18 2/23

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Supervisor, Digital Transformation	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Digital Transformation	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Director, CTLS Academics	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supports the planning, organization, coordination, and implementation of all branches of the Cobb Teaching and Learning System.	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate required at level 5 or higher, actively working towards completion of a leadership program to obtain leadership certification.
3.	Experience: 3 years teaching experience; instructional technology experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supports all development and the full implementation of CTLS including Teach, Learn, Assess, and Parent.
3.	Design, develop, and deliver synchronous and asynchronous professional learning opportunities for district stakeholders related to CTLS including Teach, Learn, Assess, and Parent.
4.	Works with Learning Resources Supervisor and content supervisors to curate standards-based, high-quality content to be housed in the CTLS Resource Library.
5.	Manages the day-to-day operations of the Cobb Teaching and Learning System
6.	Evaluates stakeholder feedback to provide insight into continuous enhancements of CTLS including Teach, Learn, Assess, and Parent.
7.	Models and encourages lifelong learning and continuous growth by being an active member of professional learning communities and participating in regular professional development.
8.	Builds digital leadership capacity among school leaders, teachers, students, and community.
9.	Supports local schools with transforming the instructional approach to include digital learning environments.
10.	Supports the promotion and marketing of CTLS including Teach, Learn, Assess, and Parent locally and nationally.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_