

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director of CTLS Academics	<b>JOB CODE:</b> 620B (Certified) or 620D (Classified)
<b>DIVISION:</b> Academics	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel or Technology Services
<b>DEPARTMENT:</b> Digital Transformation	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Chief Academic Officer	<b>PAY GRADE:</b> CDR (5, 6 or 7) or Rank A (NT01)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the planning, organization, coordination, and implementation of all branches of the Cobb Teaching and Learning System.	

#### REQUIREMENTS:

1.	Educational Level: Master's degree required; Specialist degree preferred
2.	Certification/License Required: Valid Georgia Educational Certification
3.	Experience: 5 years in K-12 school programs; 3 years of building or district level leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization, computer technology skills, leadership, interpersonal and public relations

*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.	Coordinates with Director of CTLS Technology all development and the full implementation of CTLS including Teach, Learn, Assess and Parent.
3.	Coordinates with Director of CTLS Technology project schedules, workflows, and processes including identifying appropriate design and production methodologies to achieve project goals and complete projects on schedule and within budget.
4.	Implements a prioritization system and coordinates with the Director of CTLS Technology the scope of work for enhancements to all four branches of CTLS.
5.	Develops in coordination with the Instructional Technology Department professional learning of stakeholders in all branches of CTLS.
6.	Facilitates the coordination of divisions, systems, and resources to lead and supervise any staff that execute a comprehensive content acquisition and delivery strategy for the district.
7.	Maintains and monitors all budgets related to assigned area of responsibility.
8.	Serves as liaison for stakeholders, leadership, and development team to ensure smooth operations.
9.	Monitors and coordinates with Technology Department and vendors to provide technical support to all users.
10.	Maintains compliance and aligns content with district's policies and goals pertaining to learning.
11.	Performs other duties as assigned by the appropriate administrator.

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

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