

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director of CTLS Technology	JOB CODE: 643A
DIVISION: Technology	SALARY SCHEDULE: N/A
DEPARTMENT: Technology	WORKDAYS: 231
REPORTS TO: Chief Technology & Operations Officer	PAY GRADE: Based on CH66, Steps 27-29
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the planning, organization, coordination, and implementation of all branches of the Cobb Teaching and Learning System.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree preferred
2.	Certification/License Required: None
3.	Experience: 5 years of IT and business/industry work experience, with at least 2 years of leadership experience in managing multiple, medium to large cross-functional teams or projects.
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.	Manages Director of Digital Transformation with the full implementation of CTLS including Teach, Learn, Assess and Parent.
3.	Manages Director of Digital Transformation project schedules, workflows, and processes including identifying appropriate design and production methodologies to achieve project goals, complete projects on schedule and within budget and supervise any team members that help execute such projects.
4.	Consolidates recommended enhancements and coordinates with Director of Digital Transformation the scope of work for enhancements to all four branches of CTLS.
5.	Manages the Instructional Technology Department with implementation of training of all stakeholders and branches of CTLS.
6.	Monitors and coordinates with Academic Department and vendors to provide technical support to all users.
7.	Maintains and monitors all budgets related to assigned area of responsibility.
8.	Keeps division leaders informed on all matters related to CTLS.
9.	Serves as a liaison for stakeholders, leadership, and development team to ensure smooth operations.
10.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____