

**CERTIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE:	Chief Information Officer
QUALIFICATIONS:	Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position. Shall demonstrate the ability to work effectively with students, peers, and adults. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.
REPORTS TO:	Superintendent
JOB GOALS:	To provide leadership in the development, implementation, and assessment of high quality curriculum; provide support and guidance to the District instructional staff as needed.
SUPERVISES:	Certified and support staff personnel.
PHYSICAL QUALIFICATIONS:	Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.
DUTIES:	Demonstrates professionalism. Promotes the success of all students and staff by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. Promotes the success of all students and staff by acting with integrity, fairness, and in an ethical manner. Promotes the success of all students by understanding, responding to, and influencing the larger political, social economic, legal and cultural content. Acts in accordance with the by-laws and policies set for the by the school/council/Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies Performs instructional duties as prescribed in the instructional program with a focus on coordinating the educational program Stays abreast of emergent technologies and facilitates implementation district-wide. Serves as the data steward for the Ashland Independent School district and manages multiple information and communication systems. Develops, implements and evaluates district technology oriented professional development activities to enhance the instructional process and meet administrative initiatives. Performs other duties as assigned by the Superintendent in accordance with the best interest of the school, students, and district.
TERMS OF EMPLOYMENT:	Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule.
SALARY:	Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of the Instructional Supervisor will be conducted by the superintendent.

Updated: 2/19/16