

## JOB DESCRIPTION QUESTIONNAIRE – EXEMPT POSITIONS

School District 27J

***It is expressly understood that there is a possibility, if you are requesting a reclassification, that this position may come in under the current grade. It is further understood, if that should occur, you will be frozen at your current rate of pay until the market catches up with your salary.***

**PLEASE NOTE:** • **ONLY ONE QUESTIONNAIRE SHOULD BE COMPLETED FOR EACH JOB TITLE.**

- **QUESTIONNAIRES MUST BE TYPED OR CLEARLY PRINTED.**

### 1. Job Information

Official job title: Manager Instructional Technology

If you recommend a different job title, please specify the recommended job title and obtain administrative supervisor approval for the title change: Recommended title: N/A Supervisor Approval

Name(s) of Person(s) Completing the Questionnaire Jeremy Heide

Work Telephone Number 303-655-2912

Date 12-1-2020

This position is scheduled to work: 260 days per year, and 8 hours per day.

### 2. Organizational Relationship

Department Technology

Location/Building NOC

Reports to: Name Jeremy Heide Title CIO

### 3. Summary of Job

Responsible for the success of instructional technology throughout the district, the Manager of Instructional technology engages with district and school leadership, curriculum, professional development, T.R.A.C.E. functional teams, and other departments to build and implement a vision for technology in learning.

The candidate is a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain momentum in the appropriate use of instructional technology.

Primary to this position is the ability to create the district's vision of Instructional Technology and to be innovative and provide forward-thinking ideas that keep SD27J at the forefront of digital instructional technology.

### 4. Essential Job Elements

Please list the essential (must be done) tasks performed to achieve the purpose of this job. Include up to 13 of the most important tasks. Please be brief; **the job description will be limited to two pages**. Be sure to define any abbreviations. After you have listed the tasks, estimate the frequency each task is

performed -- **(D)** daily, **(W)** weekly, **(M)** monthly, **(A)** annually. **Please assign only one frequency code to each task.** Also, estimate the percentage of time each task requires on an annual basis. The total, including the percentage allocated to “other duties as assigned,” must equal 100 %.

**Job Tasks Descriptions**

**Frequency**

**% of Time**

Each task should begin with an action verb, for example “develop,” “implement,” etc. Avoid verbs that do not describe actions, such as “perform,” “handle,” or “process,” without descriptors that show the extent of skill required.

Daily =  
**D**  
 Weekly =  
**W**  
 Monthly =  
**M**  
 Annually =  
**A**

<b>Job Task Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
Develop and implement a strategic vision for the use of instructional technology in the district in partnership with other departments. Support the District’s strategic plan through the evaluation and adoption of appropriate technologies.	<b>D</b>	<b>10%</b>
Provide management to the Instructional Technology team, which includes the identified direct reports who are responsible for coordination and integration of learning technology into the classroom. Key management aspects include goal setting, evaluations, day-to-day directional decision making, and mentoring. As a manager, this position is a member of the T.R.A.C.E. and Student Achievement leadership teams.	<b>D</b>	<b>20%</b>
Work to ensure appropriate and adequate access to instructional technology for both teaching staff and students. This includes knowledge of both existing technologies and future trends, acquisition of appropriate resources, curation of materials for support and instructional implementation, developing guidelines and procedures, strategic planning for school-level support, and appropriate use including filtering and data security and privacy.	<b>D</b>	<b>20%</b>
Serve as the leader and champion of the Instructional Technology Plan and 1:1 implementation. Supports the development and implementation of school and district instructional technology plans; maintains knowledge of state-of-the-art practices in educational technology; initiates and promotes the use of new technologies; develops plans for assessing and evaluating the effectiveness of educational technology; and establishes and coordinates professional learning programs for staff and community members.	<b>D</b>	<b>20%</b>
Evaluate and contribute information to the instructional technology budget process. Provide decisions on large and small information technology purchases. Collaborate with and create processes and standards regarding the purchase of information technology related gear	<b>M</b>	<b>5%</b>
Responsible to participate with the CIO/CAO with all Instructional Technology strategic decisions as requested.	<b>W</b>	<b>5%</b>
Mediate, facilitate, coordinate and evaluate the professional relationships of subordinates. Prepare and perform employee evaluations, establish and maintain professional behavior, and encourage and empower employees with the tools for professional growth. Commence positive disciplines and/or related employee growth plans. Hire and terminate employees as needed.	<b>M</b>	<b>5%</b>

Initiate, conduct and participate in meetings with district staff and administration, school staff and administration, community members, industry partners, IT technical teams and management to better understand the Instructional technology needs of the district and to promote their use. Provide and receive information at meetings.	<b>D</b>	<b>10%</b>
Other duties as assigned	<b>D</b>	<b>5%</b>
<b>Total</b>	<b>PLEASE VERIFY THAT THE PERCENTAGES TOTAL TO 100%</b>	
		<b>100%</b>

### 5. Qualifications: Education, Experience, Skills, Knowledge, and Licenses

Assume you are promoted to another position and are given the responsibility for finding a person to fill this job. Think of the **minimum** level of education, experience, and skill a newcomer must possess to **enter the job** and successfully accomplish the essential duties of the job. These qualifications may not necessarily reflect the qualifications that you have.

#### A. Education:

- Two years of high school, vocational school, or equivalent on-the-job training and experience.
- Four years of high school, completion of G.E.D., or equivalent vocational school or short term courses, such as typing, dictation, computer training, commercial driver training, commercial trade training, etc. Specify vocational or short term courses required, if applicable: \_\_\_\_\_
- Four years of high school or equivalent, plus specialized technical courses in business, vocational school, or community college related to a trade or skill. For example, office and secretarial work, word processing, basic computer skills, bookkeeping, or a recognized apprenticeship program toward a trade level or licensing, such as carpentry, plumbing, electrical, etc. Specify courses/area of study required: \_\_\_\_\_
- Four years of high school, plus post-secondary courses in business or vocational school equivalent or up to one year of college. The job holder may be required to have and maintain special licenses, such as journeyman or certifications acknowledged by a governmental authority. This does not include a general state automobile driver's license, CPR or first aid training, food handler certificate, or similar licenses or certificates. Specify courses/area of study required: \_\_\_\_\_
- Four years of high school, plus specialized advanced courses in business or vocational school up to two years of college. Specify courses/area of study required: \_\_\_\_\_
- Bachelor's degree or above or equivalent advanced training pertinent to the position requirements, such as accounting, communications, business, education, purchasing, payroll transportation, nutrition, construction management, etc. Specify degree/major: Bachelor's degree in education, education technology, or information technology.

**B. Related Work Experience** Check the appropriate box that best represents the **total** years of experience required for this position. Also, indicate the area(s) in which the experience is required, such as mechanics, plumbing, word processing, , dealing with children with special needs, transportation, etc. **Please check only one box. You may specify multiple areas of experience for the experience level chosen, and indicate individual experience levels required.** For example, if a grounds worker position requires three years of total experience (one year of experience in pesticide application and two years of experience in turf maintenance), he/she would check the second box, and write in "pesticide application - 1 year; turf maintenance - 2 years" on the lines provided.

- No experience, and up to and including two years experience in (specify area(s)) \_\_\_\_\_

Over two years, and up to and including three years experience in (specify area(s)) \_\_\_\_\_

**Over five years** experience in (specify area(s)) learning technology service and management, including experience implementing and managing large projects

**C. Skills, Knowledge, or Training Required** To perform the essential duties of this job, please indicate the special skills, knowledge, and training the person **must** have to enter this position. This could include knowledge of a language, basic mathematics, basic writing, basic microcomputer skills, advanced microcomputer skills, computer software skills, accounting, information technology, complex maintenance or mechanical systems, dealing with children with special needs, CPR, First Aid, nutrition, asbestos removal, etc. **See Below**

**D. Required Licensing, Registration, or Certification** Indicate any special licensing, registration, or certification that is **required** to perform the essential duties of this job. This may include journeyman license, master level license, valid Colorado automobile driver's license\*, commercial driver's license (CDL), food handler certificate, CPR, First Aid, Department of Transportation physical examination, etc. Check (√) if the license, registration, or certification is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry. If required after entry, indicate the number of months in which the license, registration, or certification must be obtained after hire.

Special Licenses, Registrations, or Certifications	Check/complete <u>only one box</u> for each line		
	<u>Required</u> for hire	<u>Preferred</u> at hire, but not required	Must acquire after ? months (Indicate # of months)
Current Colorado teaching/admin license endorsement	X		
Industry certifications and/or applicable experience		X	
Google Certified Educator			6

\* This does **not** include getting to and from work or moving between locations during the work schedule if other modes of transportation are typically available.

**E. Equipment Operating Requirements** Describe any special equipment, such as office equipment, computer hardware, specific heavy equipment, etc., or computer software experience required to perform the essential duties of this job. Check (√) if the ability to operate or use the equipment or software is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry.

Special Equipment Operating Requirements	Check/complete <u>only one box</u> for each line		
	<u>Required</u> for hire	<u>Preferred</u> at hire, but not required	Must acquire after ? months (Indicate # of months)

## 6. Supervision/Technical Responsibility

A. Does this position supervise others? Yes If "no," skip to Section 6E.

Describe the capacity in which this position supervises others. Include the type of position this person holds, such as coordinator, lead in a work group, supervisor, or unit supervisor. Also, indicate the nature of this supervisory role, such as whether this position is responsible for hiring, discipline, termination, directing work, etc. Supervisor; Mediate, facilitate, coordinate and evaluate the professional relationships of subordinates. Prepare and perform employee evaluations, establish and maintain professional behavior, and

encourage and empower employees with the tools for professional growth. Commence positive disciplines and/or related employee growth plans. Hire and terminate employees as needed.

- B. What percentage of time does this position spend conducting supervisory responsibilities, such as training, assigning work, discipline, performance reviews, etc.?  Up to 50%  51% - 75%  
 Over 75%

- C. List the complete job title for each title this position supervises. Include the unit name or department, and the number of employees in the positions supervised. Also, indicate whether the positions report directly to this position or through a subordinate supervisor or group leader.

Position Titles Supervised	Unit or Department Name	# of Employees	Check only one box for each line	
			Reports directly to this position	Reports to this position through sup or grp leader
Digital Learning Coach	T.R.A.C.E.	4	X	
Instructional Tech LMS	T.R.A.C.E.	1		X

- E. Describe the extent this position serves as a technical resource to others in such areas as curriculum, special education, bilingual skills, technical areas (e.g., computers, heat and air conditioning systems, hazardous materials, electrical systems, electronics, plumbing, etc.), or business applications (e.g., accounting, finance, payroll, etc.). Remember, a “technical resource” means that this position helps and trains others as part of the assigned job duties. **This position will serve as a technical resource to users in the areas of day to day computer usage and district applications.**

- F. This position’s technical resource responsibilities extend:  
 Within immediate work area or unit  Within immediate department  Across the District

**7. Judgment and Decision Making**

- A. How is work assigned to this position and by whom? **By directive, Chief Information Officer**
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- B. Summarize a typical decision made by a person in this position on a regular basis. **A typical decision in this position would be what software and curriculum tools to use in the classroom.**
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- C. Does decision making typically involve collaboration with other individuals, departments, or resources? Yes  
 If “yes,” with whom does this position regularly collaborate? **CIO, CAO, Teachers, Building Administration**
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- 
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- D. To what extent is a supervisor or manager involved in approving decisions made by a person in this position?  
 Always  Occasionally  Only major decisions  Never

**8. Diversity of Duties**

A. Summarize the scope of duties involved in this position. Include the extent the job crosses other technical areas or fields, requiring cross-training to perform the job. For example, a carpenter may be required to have knowledge of carpentry, locksmithing, cabinetry, etc.  
See above

B. Describe the technical skills and abilities required to solve problems while performing this job.

- Advanced skills in management, employee communications and interpersonal professional relationships.
  - Strong knowledge of vendor communications and purchasing of hardware and software.
  - Ability to maintain confidentiality in all aspects of job.
  - Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
  - Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
  - Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
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- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.
- Google products, Microsoft applications, Internet browsers, mobile computing and general office equipment.
  - Mobile Device/Chromebook Management software.
  - General diagnostic and performance software.

C. To what extent does this job crossover into other areas on a daily basis?

- Within immediate work area or unit       Within immediate department       Within building
- Across several other departments       Across the District

### 9. Safety to Self and Others

Indicate how the nature of this position and/or negligence in this position could impact the safety of the person or the safety of others. The following factors should be considered:

1. **Nature of injury** For example, cuts; bruises; burns; fractured bones; disease; repetitive stress or motion injuries; loss of limb, eyes, or life; disfigurement, etc.
2. **Cause of injury** For example, motorized power equipment, working in high or precarious places, exposure to radiation or asbestos, food poisoning, extensive keyboarding, handling bodily fluids, working in/near traffic, inclement weather, explosives, fumes, airborne particles, electric shock, etc.
3. **Recipient of injury** For example, self, co-workers, peers, students, employees, District visitors, the general public, etc.
4. **Exposure to safety hazards or injury:**  
**Low exposure** = Exposure is seldom, perhaps a few times per month for employees performing the job duties.

**Medium exposure** = Exposure is more frequent, perhaps two times per week for employees performing the job duties.

**High exposure** = Exposure is often, perhaps once a day or hourly for employees performing the job duties.

**Complete ALL boxes that apply.** Please indicate only the hazards that are due to the nature of this position and/or negligence in this position, not due to individuals that this position may supervise.

Injury	Injuries Associated with this Position (√)	Cause(s) of Injury (Specify)	Recipient(s) of Injury (Specify)	Exposure Level (Low, Med, High)
Bruises				
Cuts				
Burns: Chemical				
Burns: Heat				
Fractured bones				
Hernia				
Disease				
Repetitive motion or stress				
Loss of limb				
Loss of sight				
Disfigurement				
Fatality				

## 10. Working Conditions

The following information regarding this position is important to determine if accommodations can be made under the Americans with Disabilities Act (ADA). Please indicate the activities, demands, functions, and environments that are experienced in performing the essential job elements. **Indicate only the activities, demands, functions, and environments that this position is exposed to due to the primary nature of the job.** The categories below would affect either job performance or safety to oneself and/or to others. The amount of time indicated should reflect the portion of a work day where that activity, demand, function, or environment is encountered.

### A. Physical Activities

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Physical Activities continued:	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear			X	

Taste or smell	X			
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**B. Weight and Force Demands**

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

**C. Vision Demands** Indicate the vision skills required to successfully perform the essential functions of the job. Check all the boxes that apply. Indicate only the vision demands that are required to meet the essential duties of the job.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No special vision requirements                 | <input type="checkbox"/> Peripheral vision       |
| <input type="checkbox"/> Close vision (clear vision at 20 inches or less)          | <input type="checkbox"/> Depth perception        |
| <input type="checkbox"/> Distance vision (clear vision at 20 feet or more)         | <input type="checkbox"/> Ability to adjust focus |
| <input type="checkbox"/> Color vision (ability to identify and distinguish colors) |  |

**D. Work Environment**

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**E. Noise** Select the level of noise that is typical in the work environment for this job.

- Very quiet    
 Quiet    
 Moderate    
 Loud    
 Very loud

**F. Mental Functions**

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			



Evaluate		X		
<b>Mental Functions continued:</b>	<b>Amount of Time (√)</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Use interpersonal skills			X	
Compile		X		
Negotiate		X		
Other (specify)				

**11. Other Information**

Use the space below to record any other information that you feel should be considered in developing the job description for this position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Participant Signature**

Participant Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE FORWARD YOUR COMPLETED QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW AND SIGNATURE.**

**OBTAIN YOUR SUPERVISOR'S SIGNATURE ON PAGE 1 IF YOU RECOMMEND A TITLE CHANGE FOR THIS POSITION. Title change recommendations will not be considered by Human Resources without a supervisor's signature.**

**13. Supervisor Comments and Signature**

Please review the employee's responses to this questionnaire. Does he or she adequately describe the requirements and tasks to perform this position? If you believe changes are necessary, note the changes below or write in the changes in a different color ink in the appropriate section of the questionnaire **without changing the employee's response.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your signature acknowledges that you have read this questionnaire and, excluding any edits or comments you make, you agree with its contents.

Supervisor's Signature *Jeremy Heide*. Telephone No. 303-655-2912 Date 6-1-18

**After you and your supervisor have reviewed and signed this questionnaire, please forward it to the Human Resources Department at the Administration Building. Thank you.**