



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

Created: 6/15 Revised: 6/18; 9/20

**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> Applied Learning and Design	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Applied Learning and Design	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supports a district-wide digital transformation to advance the standard of teaching and learning.	

**REQUIREMENTS:**

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate required, Educational Leadership Certification preferred
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.	Leads, plans, and executes a comprehensive district strategy for digital transformation.
3.	Develops a vision and multi-year plan to implement digital platforms, environments, and structures in local schools that impact teaching and learning.
4.	Identifies digital capability gaps and recommend processes and platforms to address them.
5.	Manages the Cobb Teaching and Learning System including the design of features and functions, development of user interfaces, and communication with internal and external stakeholders.
6.	Educates and trains stakeholders on the Cobb Teaching and Learning System and other digital transformation tools to maximize teaching and learning.
7.	Collects data and user feedback to drive decisions and changes.
8.	Collaborates with departments, stakeholders, and schools to formulate and execute a digital transformation strategy.
9.	Builds digital leadership capacity among school leaders, teachers, students, and community.
10.	Supports local schools with transforming the instructional approach to include digital learning environments.
11.	Creates training tools to assist with the transformation to digital environments.
12.	Performs other duties as assigned by appropriate administrator.

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

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