Emerging Technology Manager

Position Details

Class Code: 1574
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 65 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, responsible for the operational status of the mainframe computer operating system, data communications software, network control facilities, microcomputer systems, database structure, and vendor-supplied application software. strategic planning, implementation, and management of emerging technologies within Clark County School District (CCSD). This role oversees the emerging technology team, including Emerging Technology Specialists and Senior Emerging Technology Specialists, to research, evaluate, pilot, and integrate cutting-edge technologies into learning environments. The Emerging Technology Manager will provide leadership, guidance, and support to ensure the effective and responsible use of technologies such as AI, Robotics, Virtual Reality, and other innovations to enhance productivity and teaching and learning.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides leadership and direction to the emerging technology team, including supervising, mentoring, and evaluating Emerging Technology Specialists and Senior Emerging Technology Specialists.
2. Oversees the research, evaluation, and pilot implementation of emerging technologies, ensuring alignment with the CCSD's strategic goals and educational objectives.
3. Develops and manages emerging technology assets, including resource allocation, procurement, and vendor management.
4. Collaborates with CCSD leadership, educators, instructional stakeholders, and IT staff to develop and implement strategies for integrating emerging technologies into the curriculum and learning environments.

5. Establishes and maintains partnerships with external organizations, vendors, and subject matter experts to stay informed about industry best practices and trends in educational technology.
6. Oversees the development and delivery of professional development programs for educators and staff on the effective use of emerging technologies.
7. Ensures that all emerging technology initiatives comply with CCSD policies, state and federal regulations, and ethical guidelines, including data privacy and security.
8. Monitors and evaluates the impact of emerging technologies on student learning outcomes, teacher effectiveness, and operational efficiency.
9. Prepares and presents reports to CCSD leadership on the status, outcomes, and future direction of emerging technology initiatives.
10. Manages and coordinates projects related to the adoption and integration of emerging technologies, ensuring timely and successful implementation.
11. Oversees second and third-level advanced technical support for all CCSD standard emerging technologies and related systems.
12. Promotes continuous improvement of emerging technology services using customer/staff input.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves supervising, supporting, and performing diverse functions of the data processing technical support section job classes. Provides strategic leadership and direction for the emerging technology team, driving innovation and the effective integration of emerging technologies to transform teaching and learning within CCSD.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of current and emerging educational technologies (e.g., AI, Robotics, VR/AR) and their potential applications in K-12 education.
2. Knowledge of management principles and practices, including experience leading and managing technology projects.
3. Knowledge/experience in employee supervision principles and practices, including work planning, organization, employee training, performance review/evaluation, and discipline.
4. Understanding of learning theories, instructional design principles, and curriculum development.
5. Ability to analyze complex data sets and draw meaningful conclusions to inform decision-making.
6. Ability to supervise and evaluate employees.

7. Ability to develop and deliver engaging presentations and training sessions to diverse audiences.
8. Ability to read, interpret, and explain complex technical processes/procedures in easy-to-understand terminology.
9. Ability to plan, organize, and prioritize work to meet deadlines and manage multiple projects concurrently.
10. Ability to communicate effectively, both orally and in writing, with a wide range of stakeholders.
11. Ability to build and maintain effective working relationships with internal and external partners.
12. Ability to exercise judgment within established procedural guidelines
13. Ability to recognize and report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with responsibility of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Ten (10) years' work experience in progressively-detailed IT support; or, Associate's degree (or two [2] years of college) in an IT-related field, such as Management Information Systems (MIS), Computer Science, Information Services, etc., plus, eight (8) years' work experience in progressively-detailed IT support; or,
Bachelor's degree in an IT-related field, plus six (6) years' work experience in progressively-detailed technical support.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Experience managing technology budgets and resources.
2. Experience in strategic planning and implementation.
3. Experience with grant writing and management.

4. Certifications related to educational technology or project management.
5. Supervisory experience.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college, university, or trade school, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
5. Safe driving record.
6. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Technology and Information Systems Services (TISS) Division, air-conditioned/non-air-conditioned school equipment rooms, and travel to and from schools and other CCSD office settings.

Work Environment

Strength
Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand
Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions
Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment). Field work may involve access to Alternating Current (AC) and Direct Current (DC) electrical circuits, sharp edges, ladders, and cramped spaces.

Examples of Equipment/Supplies Used to Perform Tasks

3D printers, educational robots, virtual reality content creation tools, learning management systems, educational software platforms, data analysis software, VR controllers, visual display devices, microphones, webcams, software testing tools, performance monitoring tools, data loggers, safety glasses, hearing protection, ESD wrist straps, and gloves.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information
- Created: 02/10/25