May 25, 2018

CLASSIFIED VACANCY

EDUCATIONAL TECHNOLOGY MANAGER
Sierra Education Center
8.0-hours daily - 40.0-hours weekly / 7:30 am – 4:00pm / 12-month / monthly position

SALARY: $6,660.76 - $8,137.87 per month   **EFFECTIVE: When Filled**

APPLICATION DEADLINE: Friday, June 8, 2018 – 4:00 p.m.
**Position may close sooner if sufficient applicant pool received
Application, letter of introduction, resume and two letters of recommendation dated within the past year
Must be received via **www.edjoin.org** – Whittier Union High School District Personnel Office by above date
Only complete edjoin applications will be considered for employment
Resumes **will not** be accepted in lieu of Edjoin application
TESTING: Candidates will be notified of test date and time

DEFINITION:
Oversee the integration of technology into the classroom. Assist in the development of online publications or programs. Coordinate the training of teachers, staff administrators, as needed, in classroom technology. Perform a variety of activities in support of various Data Reporting systems, including California Longitudinal Pupil Achievement Data systems (CALPADS), and Student Information Systems (SIS).

EXAMPLES OF DUTIES:
- Stay current with trends in education and technology to make recommendations for the direction of district technology.
- Assist users in the design and maintenance of district and school websites.
- Train support staff on the use of the student information system software.
- Guide the standardization of data entry for the student information system, data warehouse, and other district databases.
- Guide the accurate submission and extraction of data for district, state, and federal reporting.
- Maintain up-to-date software as related to data management and mining.
- Work with faculty and staff to develop useful and relevant data reports.
- Ensure staff are educated on copyright laws for website use.
- Perform a variety of activities in support of various databases and reporting systems, including CALPADS/SIS (or current equivalent) functions and transactions.
- Compile, assemble, verify and process a variety of student and teacher data and information; validate and resolve data issues in an accurate and timely manner. Clearly and accurately identify, analyze, and resolve problems with District data elements related to Mandated developing reports and other software applications, including SIS.
- Process and update records information, input and update CBEDS Reporting data and information in OPUS Database.

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- Initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.
- Review attendance data provided to the District office by school sites and other offices. Edits, audits and revises data after thorough reconciliation. Generates information, statistics, and reports, as requested. Assist sites auditors, and accountants for data as necessary.
- Run data queries in order to acquire unique information in arrays beyond SIS reports to locate missing data or present data in unique displays for inputting into partner programs or for internal analysis.
- Support the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, digital textbook platforms) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
- Perform regular and frequent consistency checks on the Student Information System and Google network to protect the security of student data, tracking potential data breaches, when required
- Manage G Suite for staff and students, with 18,000 emails and centralized remote administration of Chromebooks, along with performing the maintenance required within a Google for Education Domain
- Provides teachers and administrators current data in other systems by maintaining up-to-date integration of the Student Information System with the other supporting education systems, e.g. the assessment software, College Board, Student Tracker, and CORE Data Systems.
- Perform additional/other technology services as assigned by the Superintendent or designee.

EXPERIENCE AND EDUCATION:
- A bachelor's degree and a minimum of four years of relevant experience with increasing responsibility.
- Working knowledge of the use of technology in an educational setting, and the ability to align technology with district goals.
- Demonstrate effective interpersonal skills.
- Thorough knowledge of database security, database management, and restoration of databases as well as oversight of data conversion involving SASI, Zangle and Aeries.
- Demonstrate strong command of HTML, Microsoft IIS, advanced query building using Microsoft SQL and SSIS package building and integration.
- Experience with all facets of Aeries Student Information System including maintenance of student and teacher portals, New Year rollover along with master schedule building.
- Considerable working knowledge of computer operating systems used in the schools.
- Demonstrate proficient use of standard software packages and student information systems.
- Basic understanding of HTML and website development
- Knowledge of classroom hardware technology including Smart Boards, clickers, document cameras, sound systems, projectors, cameras; as well as software applications, e.g. EdPuzzle, Google Classroom, Flip Grid, Audicity, Kahoot, a strong plus
- Excellent troubleshooting skills, with the ability to narrow down the cause of an issue and determine a solution
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives

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<u>Physical Demands and Work Environment</u>
 Environment:
- Office and school sites
- Driving a vehicle to conduct work.

Physical Demands:
- Physical condition necessary for sitting, walking or standing for prolonged periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, lift equipment, cases of food and the ability to bend and stoop
- Hearing and speaking to exchange information and make presentations.

<u>SELECTION PROCESS:</u>

<u>Screening:</u>   Applicants will be screened based on work experience and qualifications.

<u>Interview:</u>   Selected applicants will be notified of date and time of personal interview.

<u>MISCELLANEOUS INFORMATION:</u>

<u>Benefits:</u>   Based upon hours worked: fringe benefits include medical, dental, vision and managed health for employee and dependents; life insurance for employee, excellent vacation and sick leave benefits.

<u>Fingerprints:</u>   Selected candidate will be fingerprinted as required by the California Education Code and processed by the State of California, Department of Justice and FBI.

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