Technology Integration Architect

Purpose Statement

The job of Technology Integration Architect is done for the purpose/s of interfacing with teachers to facilitate the integration of knowledge into teaching and learning by developing and conducting training classes on application software products; maintaining training facility resources and equipment; providing input and recommendations regarding software purchases and both site and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

Essential Functions

- Assists with multiple initiatives for the purpose of providing affordable broadband internet for all students, online and hybrid learning, and professional development for teachers and administrators.
- Collaborates and consults with SDCOE and district staff with the use of data and analysis system including productivity tools for the purpose of providing this service to school districts and charter schools in southern California.
- Collaborates and consults with the district to define technology hardware and software, and instructional software applications for the purpose of providing operational computer technology and instructional materials.
- Consults certificated staff in the use of Instructional and District standard software products and needs for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software to support student learning and business processes.
- Designs, develops, and presents training programs on the use of technology for staff, teachers and administrators for the purpose of communicating information, enhancing efficiency productivity of personnel and ensuring project objectives are achieved.
- Facilitates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Identifies and maintains instructional software applications for the purpose of providing up-to-date resources for classroom use.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, etc.) for the purpose of documenting activities, providing written, and complying with mandated requirements.
- Oversees assigned projects and/or program components (e.g. grant tracking, training facility inventory, electronic lesson plan database, teacher survey, etc.) for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in developing and monitoring district wide software standards for the purpose of minimizing costs and ensuring data compatibility.
- Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends computer hardware and software application acquisitions for the purpose of assisting with the design and implementation of the district master plan for technology.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications including web page editing programs such as Dreamweaver and web development using server-side scripting; preparing and maintaining accurate records; planning and managing projects; strong writing ability; and instructional design skills.; conducting meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software.; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; current and emerging technology; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience   Job related experience within a specialized field is required.

Education   Bachelors degree in job-related area.

Equivalency **A Bachelor's degree and/or certifications related to IT or education technology and a minimum of five (5) years of experience performing duties related to selecting hardware and software, developing technical specifications, training, and project management. Successful experience in a school environment promoting the use of technology is highly desirable.**

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: October 19, 2016

Revised: