



DRAFT POSITION DESCRIPTION

Title: Instructional Technology, Data, & Assessment Specialist

Department: Educational Services

FLSA Classification: Exempt

Bargaining Unit: SRTA

Work Year: SRTA Work Year

Reports to: Educational Services Administrator

Board Approval Date: PENDING

Primary Function

Provide leadership and support services to all schools and sites in the implementation, training, and ongoing support of online applications and instructional technology software and hardware in conformance with district policy, various state and federal regulations, and guidelines for Educational Services, Information and Evaluation Services, and Technology Services.

Essential Job Functions include, but are not limited to, the following:

1. Implement the goals, objectives, and policies adopted by the Board of Education as they pertain to district technology use and adoption by staff and students.
2. Assist in the implementation, use, and training of district-adopted and purchased online software and technology hardware.
3. Assist in the development and implementation of best practices for the use of technology in instructional practices. Including student Google accounts, digital citizenship, and use policies.
4. Support the implementation and use of the student assessment platform (e.g., CAASPP interims, district benchmarks).
5. Assist in the implementation and support of the student information system, learning management system, student assessment system, and online account management system.
6. Assist in the adoption, purchase, and implementation of online instructional technology for student use.
7. Assist with the development and revisions of Board Policies and Administrative Regulations that pertains to instructional technology.
8. Assume a leadership role in the management and support of specific online technology resources such as Aeries, Illuminate, Google Workspace, Zendesk (TechHub), ClassLink, and Student Data Privacy Alliance.

9. Assume a leadership role in the online software for student use approval process. Work with vendors and district staff to obtain privacy agreements, maintain the database of approved software, and keep all agreements current and active in SDPC. Communicate and collaborate with other departments and school sites regarding the approval process and status of requests.
10. Assume a leadership role in the design, development, and delivery of professional development content and resources for educational technology software and hardware.

Minimum Qualifications

Education and Experience

- Successful teaching experience, including the use of technology in the classroom
- Successful presentations at Educational Technology conferences and/or professional development sessions
- Bachelor's Degree
- Valid California Teaching Credential

Knowledge of:

- Current educational research and evidence-based programs and initiatives relating to the use of technology in education
- Effective teaching strategies using technology in the classroom
- Instructional practices and coaching methodology for teaching adult learners
- Student information systems
- Administration of online learning platforms
- Google Workspace, Classlink, Aeries, Illuminate, Zendesk

Desirable Licenses/Certifications/Education

- Educational Technology Certifications, such as Google Certified Trainer, Google Certified Coach, Google Educator, Apple Learning Coach, ISTE Certified Educator

Ability to:

- Clearly and effectively communicate with a variety of audiences.
- Clearly express information in written formats.
- Establish and maintain positive relationships with school and district personnel.
- Act in a professional and positive manner.
- Maintain confidentiality for all staff and students.
- Use tact, patience, and courtesy.
- Provide leadership with respect to implementing Board-adopted curriculum and policies and the Strategic Plan.
- Lead the acceleration of student achievement and close the achievement gap among identified students, including English Language Learners, Special Education, Foster Youth, and low-income students. Strategically think with a proven record of consistently exceeding goals in an educational setting.