

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TECHNOLOGY INTEGRATION MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Director-Technology Services supervise and coordinate the daily activities of the Technology Integration Support Specialists to ensure that District technology needs are met in a timely manner. Develop project plans for implementation of technology in alignment with the District Technology Plan and Vision for Technology. Act as liaison between Technology Services and Lab Teachers at school sites. In collaboration with other Technology Services Managers and the Director, manage the Digital High School Program. Lead development and implementation of training program that provides training to trainers and individuals on all technology in the District. Support schools in the implementation of technology throughout the District that aligns with District Technology Plan and Vision for Technology. Conduct observations and provide feedback to teachers as well as provide formal and informal staff development related to technology. Conduct evaluations of Staff. Provide status reports to management.

#### **ESSENTIAL FUNCTIONS:**

Supervise and coordinate the daily activities of Technology Integration Support Specialists to ensure District technology needs are met in a timely manner; including performance evaluations.

Develop project plans and provide support for implementation of technology in alignment with the District Technology Plan and Vision for Technology.

Act as liaison between Technology Services and lab teachers at school sites.

Manage the Digital High School Program in collaboration with the Director and other Technology Services managers; ensure program compliance and alignment with DHS Technology Plans and the District Technology Plan and Vision for Technology.

Lead development and implementation of training program to provide training to trainers as well as other district employees (includes all administrative and instructional technology).

Conduct observations and provide feedback to teachers.

Conduct and manage short and long term projects as assigned.

Conduct evaluations of Staff; provide status reports to management.

Meet with site personnel, technicians, teachers and administrators to identify needs, successes, shortcomings, and plans for resolution or improvement.

Select, procure and maintain appropriate training curriculum for Technology Integration Support Specialists and all unit staff members.

Enforce network file server and desktop standard configurations and enforce documentation, help desk, and reporting standards.

Assist Technology Integration Support Specialists when workload peaks occur or when difficult problems need additional help.

Provide periodic reports to management categorizing training and support activities.

Abide by and enforce procedures as required to all District telecommunications networks in a "standardized" supportable configuration. This includes telephone system programming, cabling systems of all kinds, network file servers, routers, hubs, etc.

Abide by, maintain and enforce standards for all networked technology including micro-computers, printers and file servers.

Review and effectively manage Help Desk System list of calls, compliance and follow-up.

Responsible for keeping professional skills updated and consistent with current Technology Services technology.

Model high expectations, conduct demonstration lessons, and assist with curriculum development, planning and pacing of the program.

Provide instructional support in technology curriculum and staff development; coordinate staff development programs for various school sites; collaborate with others to identify staff development needs.

Assist district in parent education related to the technology programs.

Assist with formal and informal technology skills assessment and assist staff with analyzing and interpreting data.

Evaluate software in terms of its effectiveness.

Use student performance data in working with staff to develop site goals and plans for improvement of the implementation of technology.

Work in support and collaboration with site administrators, site technology resource teachers and all of Technology Services team members.

Execute and prepare such forms, records, and reports as may be called for in the management of the various Technology Programs.

Participate in the development and implementation of short and long range technology training strategies.

Attend training sessions as appropriate.

Perform other duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Adult/child development and learning theory.

School climate and culture.

Knowledge and understanding of technology practices, research and methodologies.

Effective instructional strategies, e.g., direct instruction, grouping strategies, English Language

Development strategies.

The components of effective staff development presentations.

A variety of standardized and performance based assessment practices.

Technology in use in the district.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Proper lifting techniques.

**ABILITY TO:**

Supervise and coordinate the daily activities of Technology Support Specialists.

Develop project plans and provide support for implementation of technology.

Act as liaison between Technology Services and school sites.

Plan and implement new Technology Training programs throughout the district.

Provide effective coaching and technical feedback.

Manage multiple projects and emergencies effectively and calmly.

Assess school climate and culture as they effect the learning environment.

Work successfully with administrators, teachers, students, and parents.

Conduct evaluations of staff.

Provide coherent demonstration lessons and assist staff in providing this same level of instruction.

Provide staff development, which fosters sustained instructional improvement.

Speak and write clearly and effectively.

Learn new technologies, as they become available to the District.

Plan and manage new projects.

Meet schedules and timelines.

Hear and speak to exchange information.  
Evaluate software.  
Maintain current knowledge of technological advances in the field.  
Plan and organize work.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a keyboard.  
Use proper lifting techniques.  
See to view a computer monitor and read a variety of materials.  
Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and college-level course work necessary to complete required teaching credential program and three years of successful classroom teaching experience. Administrative Credential that signifies authorization to formally evaluate certificated personnel.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential.  
California Administrative Credential.  
Valid California Class C Driver's license.  
Floor-list 40 pounds.  
Year round work schedule (8-hours per day, 245-days).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.  
Driving a vehicle to conduct work.