

Confidential, Supervisory, Managerial, Administrative Association
Classified: Student Technology Specialist

CMSA

Brief Description of the Position:

The student technology specialist manages the changing landscape of students using personal devices as well as district-issued devices. This role shifts away from the oversight of data and information, guiding the District's goals towards technology integration within the curriculum, Common Core implementation, and empowering more data-driven instruction through the increase of student devices in classrooms. This position highlights and expands the interdisciplinary nature of the technology office.

Qualifications:

1. **Previous experience:** One year's experience in educational setting either in an instructional or support position working directly with students and teachers.
2. **Education:** High school diploma or its equivalent.

Major Duties and Responsibilities:

- Manager for Google Apps for education, Hapara, and other student systems
- Coordinate with Ed services on student use of technology (all students including Special Ed, ELD, GATE)
- Collaborate with Information System Supervisors and Director of Technology to integrate student technology into existing systems
- Support all projects that further district goals of data-driven instruction and Common Core implementation in regards to student use of technology
- Collaborate with classroom teachers, TOSAs, and site administrators to bring new tools to the students
- Participate, organize, and lead professional development sessions geared towards student use of technology
- Prepare written documentation on technology usage for students and teachers
- Act as a liaison between tech department, students, and teachers supporting all endeavors from both behind the scenes with technical systems to troubleshooting issues with the end user
- Supervise special programs that involve student and teacher technology programs
- Design and present training to students and teachers on Google Apps for Education
- Negotiate and maintain contracts for systems pertaining to student management

Other duties include:

- Website Manager, including the overhaul, update and redesign of website
 - Manage daily updates
 - Review for errors and discrepancy

- Supervise media coordinator
- Board Communication
- Support School Board with newsletter or other official communication including website postings
 - Supervise Governing Board trainings on technology progress
- Other duties as determined by supervisor

Must Be Able To:

- Communicate clearly to parents, students, and teachers about technology systems and solutions
- Prepare articles and content for official district communication
- Work effectively without close supervision
- Maintain cooperative, professional relationships with all members of the district and outside vendors
- Problem solve complex issues through research and investigation

Must Have Knowledge Of:

- Google Apps administration console and supporting technical systems such as Bettercloud, Backupify, Vault, GADS, etc.
- Active Directory or other user and computer organizational system
- A variety of computing platforms including OSX, iOS, Windows, Chrome, etc.
- Organizational structures for managing devices
- Web design properties and web platform system structure

Physical Requirements:

- Able to stand, sit, walk, twist, stop, crouch, climb, kneel, bend over, grasp, reach overhead, push, pull and lift to shoulder height
- Able to walk and stand while working for extended periods of time
- Have sufficient strength, agility and dexterity required to perform all essential tasks

Evaluation:

Performance of this job will be evaluated annually in accordance with the La Canada Unified School District Confidential, Managerial, and Supervisorial Association Policy and Procedures Manual.

Board Approved:_____

Date:_____