

School District of Lodi  
IT Integration Specialist

TITLE: IT Integration Specialist  
REPORTS TO: Director of Technology / District Administrator

POSITION SUMMARY

The IT Integration Specialist maintains and supports all forms of district technology. Responsibilities include maintaining and repairing Windows computers, Apple computers, Chromebooks, iPads, LCD projectors, and interactive displays. In addition, the IT Integration Specialist may provide assistance with hardware and software to district staff and students. The IT Integration Specialist will also provide classroom teachers, administrators, and instructional staff with skills, strategies, tools, and teaching techniques to increase the effective use of technology in the educational setting to transform the educational classroom environment through the use of technology to enhance and deliver the content curriculum.

PREFERRED EDUCATION and/or EXPERIENCE

- Bachelor's degree in education, technology, or related field.
- Experience working in K-12 education.
- Demonstrated leadership in the area of curriculum delivery through technology integration.
- Hardware A+ certification or similar technical training and/or experience.
- Experience with Windows, Apple OS, Apple iOS, and/or Chrome operating systems.
- Experience with Microsoft networking and Microsoft Office.
- Experience with an MDM and/or Google Admin Console.

SKILLS and QUALIFICATIONS

1. Effective communicator with staff, students, administrators, parents, and community.
2. Display interpersonal skills that lead to collaborative working relationships with staff, students, administrators, parents, and the community.
3. Must possess outstanding problem-solving and organizational skills.
4. Understand a variety of technologies including, but not limited to, Chromebooks, Apple products, Windows computers, and interactive displays.
5. Ability to troubleshoot, maintain, and repair all district devices including, but not limited to, Chromebooks, Apple computers, iPads, Windows computers, LCD Projectors, and Clevertouch displays.

PERFORMANCE RESPONSIBILITIES

1. Verbal or written (email) response to requests for assistance within two (2) hours.
2. Repair or replace unusable devices within one (1) working day.
3. Develop and maintain positive relationships with district staff, students, and the community.
4. Willingness to work a flexible schedule and travel between buildings.
5. Install, maintain, troubleshoot, and repair all forms of technology in district buildings.
6. Serves as the primary responder to computer hardware, software, and audiovisual work orders.
7. Provide hardware and software technical support for Windows, Apple OS, Apple iOS, and Chrome operating systems.
8. Install, configure, support, and maintain local software applications.
9. Troubleshoot device connectivity problems.
10. Create and maintain current desktop images for Apple and Windows workstations.
11. Execute the delivery of desktop images and register workstations within the network directory.

12. Implements the distribution of network-based applications.
13. Resolves all software configuration conflicts.
14. Research and recommend product purchases.
15. Assist with ordering and receiving new technology.
16. Install, configure, and test new technologies.
17. Offer suggestions for improvements to district technology systems.
18. Assist with providing technical training for users who are learning district computer hardware and related technology.
19. Stay current in knowledge of technologies and equipment.
20. Support district and department goals.
21. Supervise and support student IT Youth Apprentice.
22. Other tasks may be assigned by the Director of Technology or District Administration.

#### ESSENTIAL JOB FUNCTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and visitors.
3. Ability to communicate effectively, collaboratively, and positively with employees, contractors, vendors, students, parents, administrators, board members, and the community.
4. Ability to organize, prioritize, and carry out work without direction.
5. Demonstrated ability to solve complex technical problems without direct supervision.
6. Ability to develop and conduct individual and small group training sessions.
7. Ability to meet standards of hygiene and appearance appropriate to the position.
8. Ability to complete assigned performance tasks within a reasonable time frame.
9. Ability to learn and practice universal precautions in dealing with any body fluid spills.
10. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
11. Ability to maneuver from room to room and building to building.
12. Ability to perform repetitive tasks.
13. Ability to lift and carry a minimum of 50 lbs.
14. Ability to respect district rules of confidentiality in that no specific staff or student information is shared with anyone who does not have a legal right to that information.
15. Ability to follow district, building, and program policies and procedures.
16. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
17. Ability to complete other appropriate tasks periodically assigned by the Director of Technology, District Administrator, or Board of Education that are necessary or required to carry out responsibilities of the IT Integration Specialist position.