

Job Title: Application Integration Coordinator
Reports to: Director of Technology & Information Services
Department: Technology

Primary Purpose: Individual will be responsible for acting as the primary point of contact between district database administrators, TEAMS members, and vendors to ensure accurate and timely integration of data for the purpose of populating instructional and administrative applications. Must be able to function as an informed member of the technology team to assist in evaluating and recommending appropriate and effective instructional and administrative applications. Position is responsible for managing required data manipulation to prepare import/export files for populating applications. The individual is primarily responsible for managing and providing data usage and statistical reports relating to instructional and administrative applications and working with appropriate staff to understand and utilize reported data in decision making processes.

Secondary Responsibilities: In addition to management of application integration and reporting, the individual will serve as member of the Instructional Technology team. The individual will assist in development and delivery of instructional staff training and providing instructional technology professional development. The person must be able to design and manage implementation and deployment of instructional technology equipment such as iPads, projectors, and computers as well as provide support to instructional staff for software and applications.

Qualifications:

Education/Certification:

- Bachelor's degree
- Valid Texas teaching certificate

Special Knowledge/Skills:

- Knowledge of computer hardware and software applications
- Knowledge of technologies available for use in instructional setting
- Knowledge of curriculum design and implementation
- Knowledge of instructional and administrative reporting processes
- Ability to develop and deliver technology training to adult learners
- Strong organizational, communication, and interpersonal skills
- Excellent customer service skills and the ability to work with all levels of personnel
- Experience working with technology vendors to implement and support application integration with district data

Experience:

- Two years teaching experience
- Three years experience working with computer hardware and instructional software applications

Major Responsibilities and Duties:

Staff Development

- Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.
- Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology.
- Provide staff development to teachers and administrators in methods of involving technology in the delivery of curriculum.
- Support the integration of technology into the classroom by working with teachers, administrators, and support staff.
- Create and deliver training in multiple formats (live and online) to further the goals of the district (especially for the items listed here).
- Facilitate the effective use of computers and other technology in instructional programs district wide.
- Implement and coordinate the technology staff development and training program

Curriculum Development

- Assist in integrating technology in the existing instructional curriculum.
- Coordinate the writing of curriculum for technology programs and monitor the instructional process in all content areas using technology.
- Disseminate information regarding current research and significant developments in technology education at the state and national level.
- Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.
- Instructional Technology Support and Training
- Assist in the development of short- and long-range plans for the integration of technology into the instructional program.
- Coordinate the writing of curriculum for technology programs and disseminate information regarding current research and significant developments in technology education at the state and national level.

Technical Support

- Assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials within instructional programs.
- Serve as liaison to outside vendors that provide support for technology equipment and materials.
- Build system strategies
- Work with database & system administration teams
- Assist & Perform system development plans
- Resolve problems related to integration deliverables

- Implement integration solutions
- Consult with specialists to determine various requirements
- Webmaster/Manage and maintain the district and campus websites by working with the CMS provider and those responsible for content. Develop and maintain standards and expectations for departments and campuses. Train and support those responsible for maintaining and updating content for specific departments and campuses.
- System Integration
- Integrate data from authoritative sources (especially the SIS) to populate the many solutions that require stakeholder data to be functional (e.g. Canvas, Fitnessgram, e-SHARS).
- Work with appropriate staff to maintain new District Form Standards and web access methods. Continue moving forms and business processes from informal/paper based methods to documented/automated/paperless methods – first by converting paper forms to PDF fillable forms; then by implementing business processes in Laserfiche.
- Develop and implement technical support documentation for vendor supplied or DCS enhanced applications.
- Keeping abreast with technology infrastructure within DCS to be able to provide support service during urgent situations
- Provide MS Office application support to DCS employees when required to support IT services help desk.

Budget and Inventory

- Administer the instructional technology budget and ensure that program is cost-effective and funds are managed prudently.
- Compile budget and cost estimates.
- Coordinate the selection of technology equipment and software; maintain a database of all instructional software in the district.

Policy, Reports, and Law

- Assist in the development of policies and procedures regarding technology issues.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of instructional technology.
- Regulatory Compliance
- Work with appropriate staff to fulfill mandatory minimum requirements – such as E-Rate, Technology Planning, Fitnessgram.
- Forms Management and Business Process Management (BPM)

Personnel Management

- Assist in the recruitment and selection of personnel and make sound recommendations relative to placement, assignment, discipline, and dismissal.
- Evaluate the performance of instructional technology personnel to ensure effectiveness.

- Develop training options and improvement plans for technology personnel to ensure best operation of programs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____