

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Coordinator III, Educational Technology

**CLASSIFICATION:** Certificated or Classified Management

**REPORTS TO:** Director(s) of Elementary and/or Secondary Education

**DESCRIPTION:**

Under the direction of the Director(s) of Elementary and/or Secondary Education, the Coordinator III, Educational Technology provides leadership in the administration and optimization of the Student Information System (SIS), data visualization tools, and educational technology applications across the district. This position is responsible for managing SIS operations, supporting users, ensuring data accuracy, and coordinating technology-driven solutions to improve instructional and operational efficiency. Additionally, the Coordinator provides training and support to staff in the effective use of student data systems, educational technology, and digital applications.

**PERFORMANCE RESPONSIBILITIES:**

- Oversees the setup, administration, and maintenance of the district’s Student Information System (SIS), including enrollment, attendance, grading, scheduling, and program tracking.
- Ensures data integrity, accuracy, and security within the SIS by implementing standardized processes.
- Serves as the primary liaison between district users and SIS vendors, ensuring responsive troubleshooting and resolution of system-related issues.
- Supports district-wide initiatives by integrating SIS data with third-party applications and instructional tools.
- Works collaboratively with district and site administrators to optimize SIS functionality for instructional and operational needs.
- Manages programmatic data integrations with third-party educational software.
- Develops and provides training sessions, user guides, and technical assistance for teachers, administrators, and support staff in SIS usage and best practices.
- Ensures SIS users across the district receive timely and effective support through help desk assistance, documentation, and ongoing training.
- Collaborates with site administrators, counselors, and district departments to enhance SIS workflows and user experience.
- Ensures compliance with student data privacy regulations (FERPA, COPPA, CIPA) when managing SIS and educational technology applications.
- Identifies, evaluates, and implements educational technology tools that enhance student learning and instructional practices.
- Coordinates with district leaders to ensure alignment of educational technology tools with instructional goals and best practices.
- Supports the selection, procurement, and implementation of digital applications, ensuring

- compliance with privacy laws and district policies.
- Develops customized dashboards and reports to support data-driven decision-making at district and site levels.
  - Utilizes data visualization tools to enhance user understanding of student performance, attendance trends, and program effectiveness.
  - Works with district and site leadership to analyze student achievement data, identifying trends that inform instructional and operational strategies.
  - Provides technical assistance and training to district and site staff on accountability metrics, reporting requirements, or instructional strategies.
  - Provides professional development to staff on interpreting and using student data effectively.
  - Facilitates training for teachers and staff on the effective integration of digital learning tools and platforms.
  - Performs additional responsibilities to support district initiatives, compliance, and student achievement.
  - Assists with grant applications and compliance monitoring for federal and state funding programs.
  - Supports site administrators and instructional teams with data analysis and intervention planning.
  - Coordinates special projects related to student achievement, equity, or program evaluation.
  - Facilitates community engagement events such as community forums, professional learning sessions, or advisory meetings.
  - Participates in district committees or task forces related to continuous improvement, equity, or instructional support.
  - Supervises and evaluates assigned staff.
  - Performs other duties as assigned.

**KNOWLEDGE OF:**

- Student Information Systems (SIS) administration and best practices in K-12 education.
- Data visualization techniques and tools (e.g., Tableau, Power BI, Google Data Studio).
- Instructional technology applications and their effective use in K-12 education.
- Database management and data reporting methodologies.
- Privacy laws and compliance regulations related to student data (FERPA, COPPA, CIPA).
- Professional development strategies for training staff on technology tools.
- Troubleshooting methodologies for SIS and educational technology platforms.

**ABILITY TO:**

- Manage and maintain a large-scale Student Information System effectively.
- Develop and implement data visualization solutions to improve decision-making.
- Provide training and professional development to educators and staff on SIS and technology tools.
- Establish and maintain effective working relationships with a variety of stakeholders.
- Communicate complex technical information clearly and concisely to non-technical audiences.
- Analyze and interpret student data trends to support instructional and operational planning.

- Implement and enforce best practices in data privacy and security

**TRAINING AND EXPERIENCES:**

- Bachelor's Degree preferred or the equivalent combination of education and experience in Educational Technology, Information Systems, Data Analytics, or a related field
- Educational technology certifications are desirable
- Experience in K-12 Student Information Systems management is required

**LICENSES AND CLEARANCES:**

- TB Clearance
- Department of Justice fingerprint clearance.
- Valid Driver's License

**TERMS OF EMPLOYMENT:**

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: ~~June 27, 2024~~  
February 28, 2025