



## TITLE: TECHNOLOGY INTEGRATION SPECIALIST

### REPORTS TO:

BCS President

### FLSA:

Exempt Employee

### JOB SUMMARY:

Under the supervision of the President, the Technology Integration Specialist oversees the development, execution, support, and evaluation of a robust and comprehensive information technology (IT) system. Works with senior leadership, departments, and schools to help them effectively utilize the applications of technology within their respective areas of responsibility. In addition, the Specialist focuses the department on innovation, efficiency, and implementation of effective industry leading telecommunication and technology practices that will aid BCS in providing the highest quality educational programs, services, and the infrastructure to ensure smooth management of the overall operation.

### PERFORMANCE DUTIES & RESPONSIBILITIES:

Responsible for development, implementation, operation, monitoring, and evaluation of the technology program for the BCS. Provides leadership for short-and long-range planning for all technology initiatives: innovation, vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.

- Responsible for maintaining technology operations to include systems administration, network management, telecommunications management, system and data security, system, and data backup and emergency recovery plans.
- Plans for, establishes, and maintains District-wide data base systems. Responsible for assuring data integrity and assisting staff in data access and utilization.
- Provides leadership in identifying hardware and software needs and purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines.
- Develops and uses the technology plan to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines. Supervises the system-wide inventory of technology assets.
- Directs the development and delivery of technology training for use of administrative and instructional systems collaboratively with the Curriculum, Instruction and Assessment team.
- Works with all other instructional administrative staff, including school-based administrators, to implement and support instructional technology initiatives. Coordinates staff development in technology competencies for District staff at all levels.
- Oversees a best-in-class ticketing system for technology related technology needs, repairs, and maintenance.
- Develops protocols to ensure tickets are completed in a timely manner and accurately.
- Serves as first responder to emergency and after hour situations.
- Provides support and technical assistance in project management on district improvement projects pertaining to technology.

#### *Planning and Programming:*

- Stays abreast of research on the changing nature of the profession, and the field of Catholic education, including issues that may impact program areas.

- Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs.
- Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
- Develops and implements continuity protocols to minimize disruption of school operations in the event of emergency situations or data loss.
- Financial Management and Strategic Planning:
- Advises the District leadership on the financial implications of technology programs.
- Administers programs within approved budget parameters including allocation of financial, technology, and staff (FTE) resources.
- Exercises overall leadership for grants to support technology and telecommunications operations, enhancement, and support activities.

*Policy Formulation and Guidance:*

- Recognizes the need for and formulates policies necessary to implement district information technology management goals and objectives.
- Works within the established system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of the organization.

*Program Direction and Staff Supervision:*

- Oversees organizational management in all assigned areas.
- Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions.
- Recruits and assigns staff ensuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization.
- Assesses, evaluates, coaches, and provides for training and professional development of all staff.
- Creates communication, collaboration and coordination processes that assure all staff are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
- Implement practices that focus on service excellence to all stakeholders.
- Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

*Program Evaluation, Analysis and Feedback:*

- Establishes a system of data collection and analysis that provides for continuous improvement of program effectiveness and/or changing needs.
- Oversees security of systems, networks, and enterprise information; facilitates IT security audits or investigations.

*Representation:*

- Maintains collegial relationships with technology administrators outside of the school district.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's Degree in related field or higher (Master's Preferred).
- Minimum of five (5) years of technology integration and/or leadership experience.

## **KNOWLEDGE, SKILLS, and ABILITIES:**

- Knowledge of current technology environments including telecommunications, networks, database administration, programming, media, and desktops.
- Knowledge of Apple School Manager platform and ability to use/learn to use JamF School to support 1:1 iPad to student initiative.
- Strong project management skills and demonstrated ability to plan, organize, and manage programs and projects.
- Experience in the application of technology to instructional practice.
- Strong analytical and problem-solving skills.
- Understanding and demonstration of “client-centered” support and services.
- Excellent oral, written, and interpersonal communication skills.
- Ability to work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Ability to establish effective working relationships at all levels of the organization.
- Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
- Demonstrated supervisory ability.
- Valid state driver’s license.

## **DESIRED QUALIFICATIONS:**

- Experience in the K-12 instructional application of technology.
- Knowledge and experience in district specific technology equipment, systems, and applications.
- Experience with PowerSchool Student Information System and Schoology LMS.
- Experience with continuous improvement methodology.
- Experience with computer coding and script writing.

## **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with iPads in a 1:1 setting.
- Operating knowledge of and experience with Office 365, Adobe, and other software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

## **WORKING CONDITIONS:**

### *Environment:*

- Admin office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

### *Physical Demands:*

- Bending at the waist, kneeling, or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.

- Physical activity may be required, which could include moderate lifting.

*Hazards:*

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts

**TERMS OF EMPLOYMENT:** Twelve (12) month year.  
Salary negotiated. Probationary period is 180 Days

**EVALUATION:** Yearly by President