



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

AGENT: ACADEMIC TECHNOLOGY

DEFINITION:

Under the direction of the Lead Innovation Agent, provides leadership and performs administrative duties in the development and implementation of the District's information and academic technology programs; Develops and maintains a system of data collection, assessment, monitoring and analysis of the achievement status of students in the District; coordinates and directs District and State testing activities; Assists with the District's curriculum instruction programs as needed.

ESSENTIAL DUTIES:

Technology:

- Provides leadership and guidance for all District departments and schools in the area of technology.
- Researches and disseminates innovative integrated technology instructional practices and collaboratively works with staff to pilot and implement new technologies.
- Advises, guides and supports school administration and District departments in areas related to technology acquisition, integration and replacement.
- Provides written communication to District staff regarding integrated technology instructional programs and enhancements to instructional technology equipment.
- Organizes, leads and supervises an integrated District technology team.
- Plans, organizes, implements, and evaluates technology instructional professional development programs.
- Works with designated committees of teachers, principals and other stakeholders on specific programs and projects related to technology.
- Provides direction and guidance in areas related to increasing parent/guardian understanding and utilization of District technology programs that support increasing student achievement outcomes.
- Supports instructional material selection committees with integrated technology outcomes and practices according to District board policies, administrative regulations and procedures.
- Act as resource to assist in the promotion of technology to address the diverse needs of students and maximize student learning.
- Collaboratively plan and deliver professional development activities in the area of instructional technology.
- Create training materials to increase the use of instructional technologies.
- Works with district staff to develop lessons using technology.
- Works with district staff to help meet the needs of different student populations (special education, English Learners, etc.).

Assessment and Data Analysis:

- Organizes, directs, and supervises all aspects of state testing.
- Works collaboratively with school administration and other departments to identify specific areas of improvement related to student achievement data.
- Coordinate the implementation and use of District technology programs to drive classroom decisions.
- Oversees Illuminate and the creation of custom reports.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and trends in the field of education; Role of technology in innovative educational programs designed to maximize learning; Utilization of technology in data collection, systems analysis, and programing; Principles and techniques in the development and analysis of norm referenced and performance based (authentic) measures of student/program performance; Assessment programs and evaluation techniques including analysis, interpretation, and representation of data; Formative and summative assessment tools for progress monitoring and instructional decision-making; California Common Core State Standards (CCSS); Effective practices in professional development; and Applicable Federal, State, and District regulations and procedures.

ABILITY TO:

Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events; Design and implement protocols to support the use of data to inform instructional practices; Manage and track program budgets and grants; Develop and deliver effective professional development to large and small groups; Collaborate with diverse stakeholders across the organization including teachers, site administrators, Educational Services staff, industry partners, post-secondary institutions, parents, and students; Access and utilize current educational technology; Demonstrate strong organizational and interpersonal skills; Communicate effectively, both verbally and in writing, with a diverse and broad range of individuals and groups; and use technology, including word processing, spreadsheet, database, and presentation software.

EXPERIENCE AND EDUCATION

EXPERIENCE:

Five (5) years of successful teaching experience

EDUCATION:

Master’s degree from an accredited university; a valid California Credential; possession/eligibility for a valid California K-12 Administrative Credential; EL authorization or equivalent, (possess or agree to obtain upon employment).

PHYSICAL DEMANDS:

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver’s license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.***

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly

Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Revision Date: 6/2019

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**