



# RIALTO UNIFIED SCHOOL DISTRICT

## Lead Academic Technology Agent Management Job Description

### BRIEF DESCRIPTION OF POSITION

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

#### Academic 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
- Works in partnership with school administration, various departments and District stakeholders in creating, implementing, sustaining and expanding technology throughout the District
- 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
- Develops and recommends District board policies and administrative regulations related to technology
- 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
- Supervises and evaluates the performance of assigned employees
- Performs additional related duties and responsibilities as assigned

#### Assessment, Research and Data Analysis:

- Organizes, directs, and supervises all aspects of the District, state, and national assessment programs
- Prepares various demographic reports and makes presentations in areas such as drop-out data, graduation rate and state testing data as well as other local data
- Analyzes, interprets, and reports results from research, program evaluation, curriculum development efforts, and the District, state, and national assessment programs
- Works collaboratively with school administration and other departments to identify specific areas of improvement related to student achievement data
- Provides leadership and guidance for the Local Control Accountability Plan Expected Annual Measurable Outcomes and provides additional student achievement data as necessary
- Prepares and interprets results of District surveys and needs assessments
- Assesses and analyzes student and program needs including, developing internal capacity to design and implement District and site level monitoring systems to evaluate the effectiveness of programs, curriculum and instructional trends
- Maintains longitudinal student achievement and related information data collection and retrieval for short and long term reporting and analysis

### QUALIFICATIONS

#### Knowledge of:

- 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
- Applicable Federal, State, and District regulations and procedures

**Supervision**

Responsible to: Lead Innovation Agent

Responsible for: Assigned certificated and classified personnel

**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 to 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.

**EXPERIENCE AND EDUCATION**

**Experience:** Three (3) years successful teaching experience at the elementary or secondary level and five (5) years administrative experience with a minimum of three (3) years' experience as a principal or district level administrator.

**Education:** Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; CLAD or equivalent.

**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.

**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 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes