JOB TITLE:	COORDINATOR PRODUCT INTEGRATION
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8274
BARGAINING UNIT:	CLAP

REVISED: Submitted:

07/01/2019   06/11/2019

SCOPE OF RESPONSIBILITIES

Provides all students, teachers and District personnel seamless and secure access to educational software. Assists with implementation of Districtwide technology projects and all aspects of software integration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works in conjunction with the Specialist Technology Integration to ensure day-to-day progress on Districtwide projects

Serves as liaison between schools, vendors and internal stakeholders by facilitating and documenting the software approval process for new purchases

Monitors project sites to ensure projects are completed according to schedule

Serves as liaison between students, staff, schools and Information Technology on projects

Ensures compliance with local, state and federal regulations and procedures related to student information privacy and security

Provides on-site support to end users to ensure effective integration of software

Provides technical recommendations based on needs analyses of project requirements, business operations, employment practices, instructional practices and technical skills

Ensures software vendors have necessary documentation on file regarding student information privacy and security

Serves as liaison between schools, vendors and internal stakeholders by facilitating and documenting the software approval process for new purchases

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching, climbing, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of technical training/experience

Three (3) years of experience in computer operations

 Understanding of networking architecture and state statutes regarding student information privacy and security

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree, or above in Computer Science

| Experience in documenting/ensuring student information privacy and security |
| Experience in a diverse workplace |