



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN INSTRUCTIONAL TECHNOLOGY DATA MANAGEMENT
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8193
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists with planning, coordinating, developing, and implementing a technology database system that supports: input, monitoring, retrieval, analysis, and evaluation of instructional technology initiatives related to, but not limited to emerging hardware and software technology initiatives. Serves as instructional technology database liaison and technical support for standards-aligned curricular resources for curriculum and instruction content specialists.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists staff with automated equipment operation and database application software used to implement and support curriculum and instruction initiatives

Monitors and maintain services and troubleshoot databases as the liaison between instructional technology support and curriculum and instruction

Assists in designing, planning, implementing and supporting databases and data retrieval systems to provide accurate reporting for District, state, and federal programs related to instructional technology and curriculum and instruction

Prepares specifications for adhoc reports and mass updates and produce reports from databases

Assists in preparing, maintaining and updating data/information

Prepares instructional technology studies for departments, offices, and agencies as required

Assists in compliance with District and/or community requests for special data requirements related to instructional technology and curriculum and instruction

Prepares annual and interim reports for District, state and federal programs

Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment

Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

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

Performs other duties as assigned by supervisor

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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five (5) years of experience working in technical support or related environment

Three (3) years of responsible research and evaluation experience

Two (2) years of data processing experience

Demonstrated ability to add, subtract, multiply and divide quickly and accurately
Strong organizational skills and ability to work independently
Effective communication skills

DESIRABLE QUALIFICATIONS
Associate's degree or equivalent experience
Experience in writing technical/analytical evaluation reports
Ability to work with various role groups
Experience in a diverse workplace