Educational Technology Integration Specialist	**Class Code: 1604**
	Work Days: 225

GENERAL PURPOSE

Integrate educational technologies utilized by various departments and interface with multiple divisions to assess their technology needs, recommend innovative solutions, and oversee the implementation of these technologies to ensure they meet the Orange County Department of Education (OCDE) strategic objectives and provide support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.

2. May exercise direct supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.

2. Conduct thorough assessments of current technology use across the multiple divisions and identify areas for improvement.

3. Research, evaluate, and recommend new technologies that align with the organization's goals and objectives.

4. Lead the planning, implementation, and management of technology integration projects from inception to completion.

5. Collaborate with other department teams to ensure seamless integration of new technologies into existing systems.

6. Train and support employees on new technologies and systems and check in regularly for understanding.

7. Develop and maintain documentation for system configurations, procedures, and training materials.

8. Monitor current technology trends, innovations, and developments in the field.

9. Manage relationships with vendors and service providers to ensure high-quality, cost-effective technology solutions.

10. Ensure compliance with all data privacy and security regulations while integrating new technologies.

11. Attend and participate in professional group meetings; advise higher-level management on new network and security technologies and solutions relevant to improving the assigned program infrastructure.

12. Demonstrate attendance sufficient to complete the duties of the position as required.

13. Perform related duties similar to the above in scope and impact, as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Current issues and trends in K-12 public education, Career Education, California ROCPs, Academic State Standards and Frameworks, and related trends.

2. Database design, structure, and management.

3. Basic operational characteristics of a variety of computer systems, applications, hardware, and software.

4. Principles, practices, methods, and techniques of project management tools and methodologies.

5. Methods and techniques of installing network hardware and software.

6. Principles of report preparation and project management.

7. Basic principles and practices of troubleshooting technical problems.

8. Modern office procedures, methods, and equipment, including computers.

9. Pertinent federal, state, and local codes, laws, and regulations.

10. Data privacy and security practices.

Ability and Skill to:

1. Manage multiple systems.

2. Analytical, problem-solving, and decision-making skills.

3. Coordinate schedules and meet deadlines.

4. Knowledge of emerging technologies and apply them to the organization.

5. Develop and present training materials.

6. Prepare clear and concise correspondence, reports, and other written materials.

7. Establish and maintain effective working relationships with various constituencies.

8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of large and small groups; interpersonal abilities, with the skill to train and guide staff in technology use.

9. Collaborate in a team environment and independently with minimal supervision.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in computer science, information technology, educational technology, or a related field and three (3) years

of experience in technology integration, IT project management, or a related role; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.