

LEMOORE UNION SCHOOL DISTRICT
Human Resource Division

INSTRUCTIONAL TECHNOLOGY / STUDENT DATABASE COORDINATOR
Job Description

JOB SUMMARY:

Under the supervision of the Assistant Superintendent, provide support to staff on the effective integration and use of instructional technology and implement, coordinate, and maintain the district-wide student database system.

REQUIRED QUALIFICATIONS:

Ability to:

- Effectively deliver support to teachers and other instructional support staff on the use of instructional technology and media;
- Provide training to teachers on integrating available software applications and Internet resources with specific classroom lessons;
- Assist teachers with technology applications that are tailored to enhance lesson presentations and student mastery of instructional objectives;
- Implement, coordinate and maintain the district-wide student database system;
- Provide training to staff on implementation of district-wide student database including, but not limited to, district grade book program, student grades, student assessment data, individualized learning plans, etc.;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents and co-workers;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Effectively communicate verbally and in writing.

Knowledge of:

- Educational based technology, media applications, and student information database systems;
- Child learning and development principles and practices;
- Subjects taught in District schools, including, but not limited to reading, mathematics, and language arts;
- Technology based methods and techniques that promote student learning;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Interpersonal relations skills using tact, patience, and courtesy;
- Computer based record-keeping techniques.

Education:

- Possess a high school diploma or equivalent;
- Possession of a college or technical school degree preferred

Experience:

- Technology based work related experience of at least two years;
- Experience working with children in an instructional setting preferred

ESSENTIAL FUNCTIONS:

- Implement, coordinate and maintain district-wide student database system; including but not limited to state required data submissions.
- Assist staff with using computer applications and district-wide database application to record, store, and manage student data;
- Provide in-service opportunities for individuals or small groups of staff in the effective use of technology
- Effectively use a variety of tools to monitor and evaluate data in the district's student systems and data systems.
- Creation of custom extracts and reports.
- Provide in-service opportunities for all staff regarding district-wide student database application and/or implementation and maintenance;
- Assist teachers with integrating technology into classroom lessons that are aligned with district curricular standards,
- Assist with the operation of technological equipment needed to support teaching/learning;
- Confer, as needed, with pertinent staff concerning technology based programs and materials;
- Maintenance and input of data as needed into the district-wide database system
- Perform other related duties as assigned.

WORKING CONDITIONS:

Environment:

- School Environment
- Close contact with teachers and school age children

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;
- Ability to stand and or sit for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 24

Employment: 12-month employee

Approved: January 8, 2013