SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

Job Title: Mobile Learning Analyst
Reports To: Director MIS
Supervises: OCSD Handheld Field Technicians

Minimum Eligibility Requirements:
High school diploma
Five (5) years experience in computer operations.
College degree in computer sciences preferred.
Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:
Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.
Ability to write routine reports and correspondence.

Mathematical Skills:
Ability to calculate figures and amounts such as interest, proportions and percentages.
Ability to apply concepts of basic algebra.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of variables.
Ability to interpret instructions furnished in written, oral or schedule form.

Other Skills:
Personal computer and mainframe experience.
Apple operating system software experience.
Ability to establish and maintain effective working relationships with staff.
Ability to perform duties with an awareness of District requirements and School Board policies.

Physical Demands:
While performing the duties of this job the employee is regularly required to sit, talk, and hear. The employee frequently uses finger, tools or controls and reaches with arms or hands.
Close vision is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
Noise level is usually quite.

Job Goal:
To deploy, manage, and maintain district handled computing devices.

Essential Duties and Responsibilities:
1. Deployment of handheld devices.
   a. Site prep and configuration
   b. Initial configuration and set up including profile management.
   c. Supervises and sets handheld techs to meet deployment requirements.
2. Manages all incoming and outgoing devices.
   a. Insures that appropriate incoming devices are processed on time. If not, notifies appropriate users.
   b. Verifies outgoing devices are configured and sent to appropriate users. Supervises technician duties for these activities.
   c. Schedules and sets priorities for device deployment.
3. Mobile Device Management.
   a. Uses Mobile Device Management (MDM) tools and software for device configuration
   b. Uses MDM for assigning and distributing "apps" and software purchases.
4. Management of the Volume Purchasing Process for Apple apps and textbooks.
   a. Keeps track of all apps purchased.
   b. Orders Vouchers and manages purchasing forms for apps for schools.
   c. Distributes digital textbooks.
5. Coordinates device maintenance:
   a. Calls in device problems to appropriate vendor.
   b. Supervises operators for preventative maintenance.
6. Maintains records for device use, management, apps, textbooks, etc.
7. Evaluates digital content for device usage.
8. Evaluates digital devices for District deployment:
   a. Performs product testing.
   b. Evaluates product performance.
9. Schedules and sets priorities for technicians.
10. Coordinates all handheld activities with all other technology departments.
11. Assigns tasks, supervises, assists, and evaluates personnel as assigned.
12. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
13. Performs other such duties as may be assigned by the Supervisor, Superintendent, or the Board.

Salary:
Based on the adopted salary schedule for Professional/Technical pay grade 3.

Evaluation:
The Mobile Learning Analyst is evaluated by the Director of MIS.

Term of Service: Twelve months