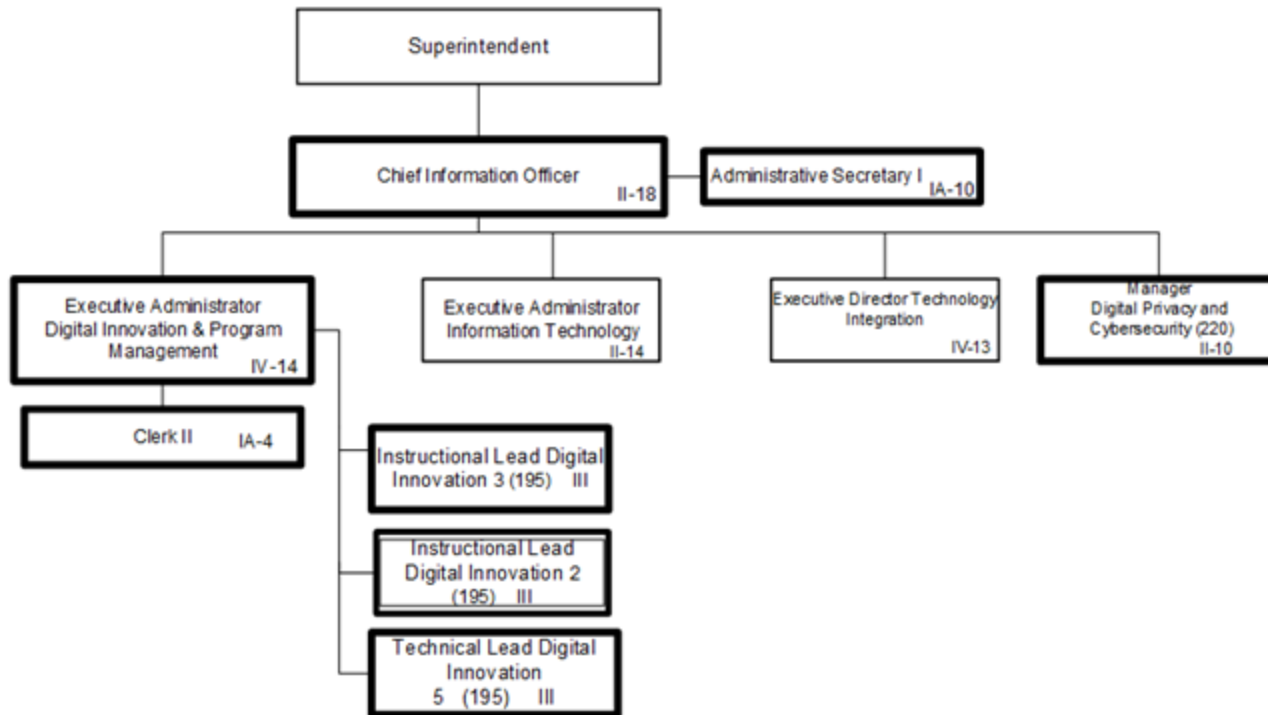


Summary:

General Fund Positions: ~~44~~ 13  
Categorical Fund Positions: 2

K-1

Submitted ~~6/23/2020~~ 9/14/2021  
Effective ~~6/24/2020~~ 9/15/2021

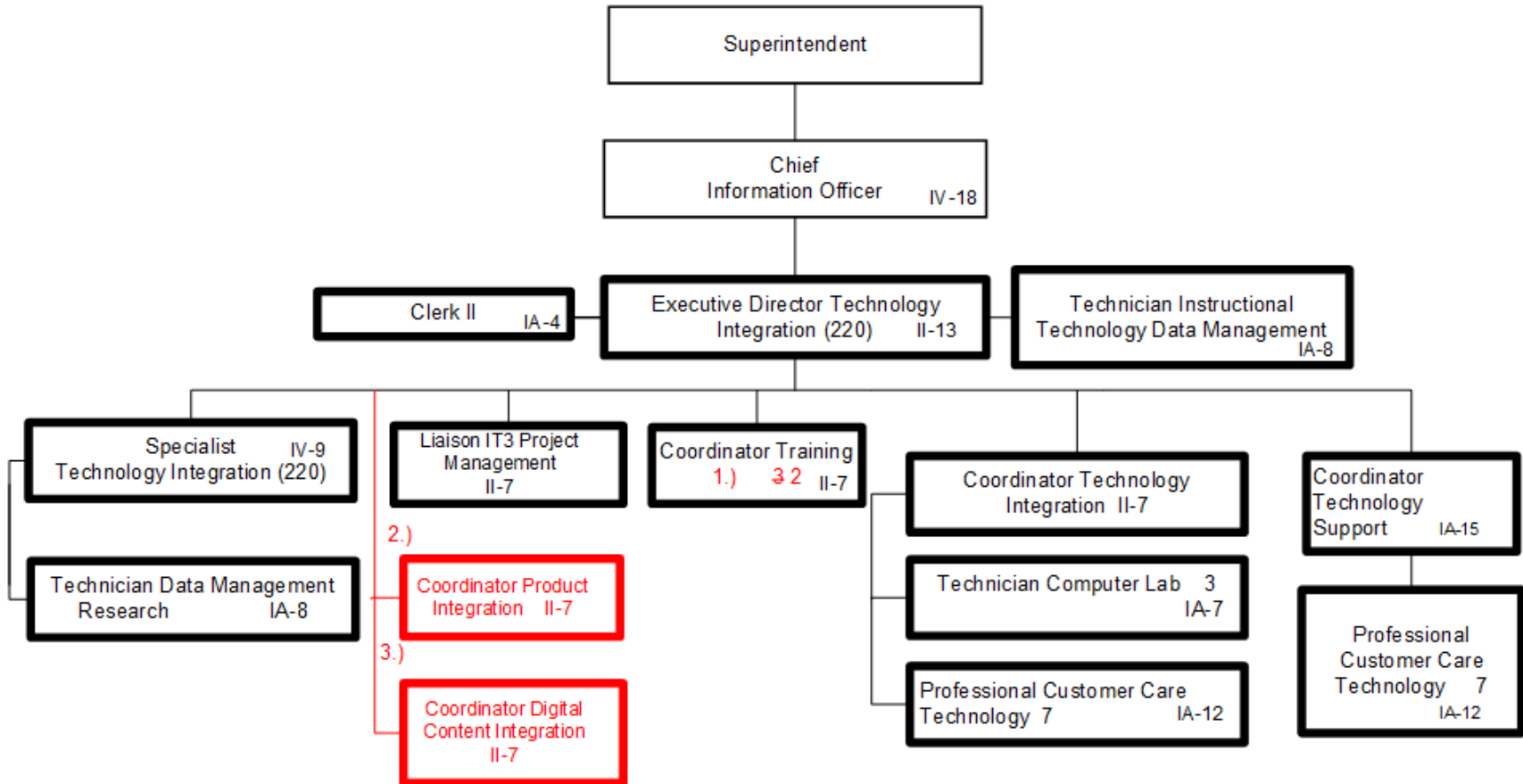


Summary:

General Fund Positions: 13  
Categorical Fund Positions: 2

K-1

Submitted 9/14/2021  
Effective 9/15/2021

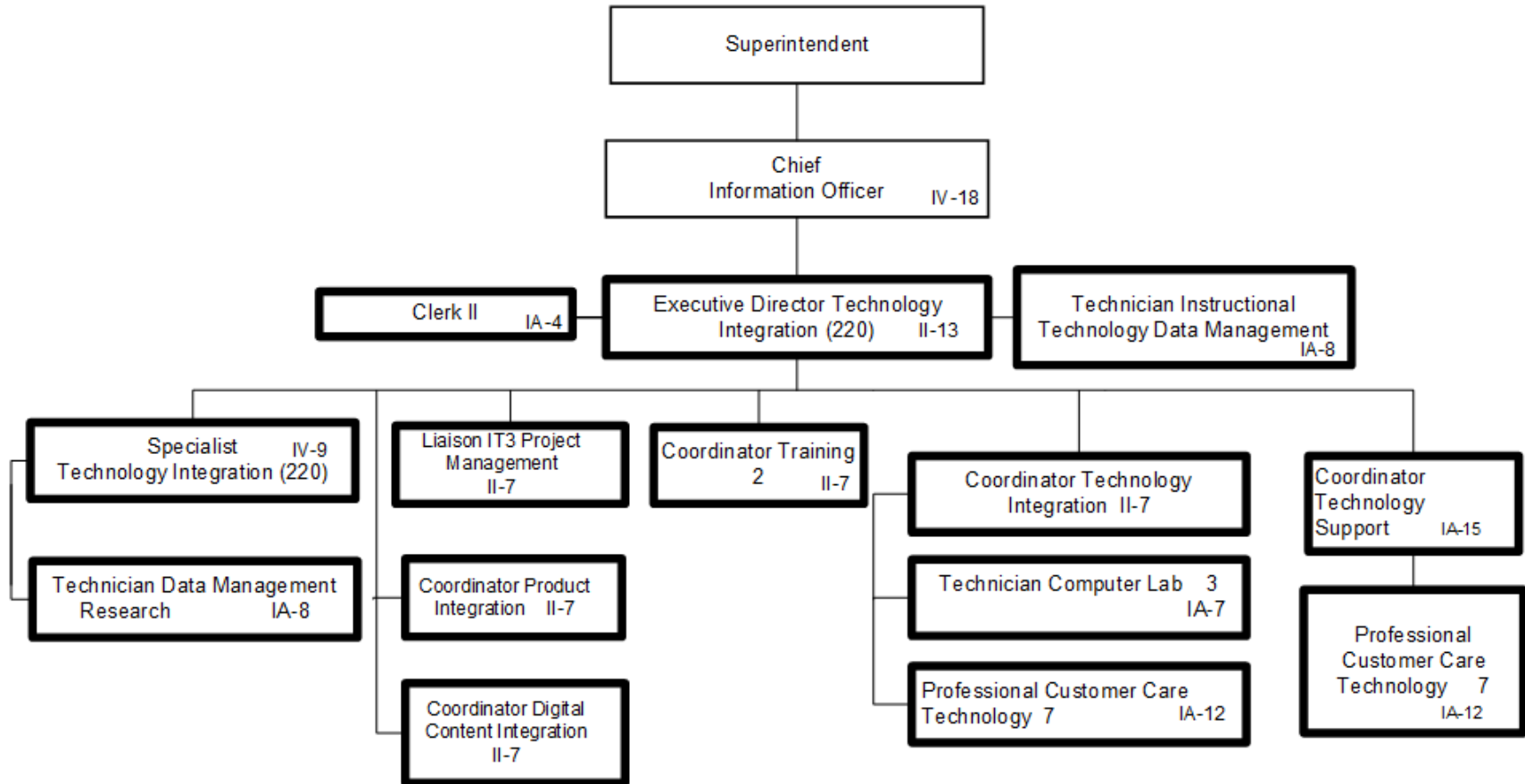


- 1.) Delete (1) Coordinator Training position
- 2.) Move (1) Coordinator Product Integration position from Org Chart TD1 reporting to Executive Director Technology Integration
- 3.) Add (1) Coordinator Digital Content Integration position

Summary:

General Fund Positions: ~~28~~ 29  
Categorical Fund Positions: 0

Munis Unit No. CE1  
Technology Integration  
2021-2022



Summary:

General Fund Positions: 29  
Categorical Fund Positions: 0

K-3

Submitted 09/14/2021  
Effective 09/15/2021



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

NEW: Submitted:  
09/15/2021 09/14/2021

SCOPE OF RESPONSIBILITIES
Assists in creating, integrating and analyzing districtwide digital content used by all students, teachers and district personnel. Plans, develops and manages training programs for the automated software review workflow.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works in conjunction with Coordinator Product Integration to maintain the automated software review workflow
Serves as liaison between vendors and members of IT3 to facilitate the efficient acquisition and implementation of software titles
Manages analytical systems to provide usage reports on software titles used by students and staff
Works in conjunction with designated supervisor to ensure day-to-day progress on districtwide projects
Ensures compliance with local, state and federal regulations and procedures related to student information privacy and security
Provides virtual support to end users to ensure effective integration of software
Schedules project tasks and develops virtual trainings in coordination with necessary district staff
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
Bachelor's Degree
Command of oral and written communications

Demonstrated expertise in the operation of computers and computer equipment
Demonstrated ability in training end-users of Office Automation applications
Ability to apply time management techniques in the supervision of staff

DESIRABLE QUALIFICATIONS
Knowledge of educational digital content providers
Experience in documenting/ensuring student information privacy and security
Experience in a diverse workplace