Martinez Unified School District
Classified Job Description

Instructional Technology Integration Specialist
40 Hours/Week -12 Months Year

Definition
Under direction of the Chief Technology Officer, is responsible for integrating technology to enhance the learning environment by installing and maintaining computer hardware and software, providing professional development on the use of technologies in the classroom, providing technical support to site administrators, staff and students and resolving classroom and network technology operational issues.

Example of Duties
- Design and deliver professional development and provide ongoing training and technical assistance to classroom teachers on integrating technology into the curriculum.
- Monitor the network for proper operation and perform corrective maintenance on network components.
- Develop websites and web-based training material for district functions.
- Execute SQL queries and perform user and data maintenance functions on district databases.
- Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.
- Maintain user accounts in various technology systems for staff and students.
- Install computer hardware, peripherals, and application software for staff and students.
- Performs basic troubleshooting on client and network systems.
- Integrate third-party instructional technologies with district network systems.
- Roster students in online learning management systems and other networked instructional technologies.
- Keep records of parts and supplies, order parts, complete work orders to document maintenance activity.
- Pickup and deliver equipment for and after repair. Participate in cross-training to ensure that basic network services are always available. Perform such other duties as assigned.

Experience
2 years experience supporting networked technology systems in an enterprise environment. 1 year experience providing direct training on technology use.

Education
Minimum 2 years of college with course work in computer science, information systems, data processing, business administration or related field. CompTIA Network + certification or equivalent.

License
Valid California motor vehicle operator's license required