CLASS TITLE: MANAGER, INSTRUCTIONAL TECHNOLOGY

WORK YEAR: 12 Months

REPORTS TO: Director V, Innovation and Learner Engagement

BASIC FUNCTION

Under the direction of the Director of Innovation and Learner Engagement/Technology Services, maintain an effective and efficient instructional technology learning environment at Riverside Unified School District. The Manager of Instructional Technology is responsible for managing and providing technical support and resources for end users of the organization's classroom technology, and web based instructional applications. This position manages staff, budgets, and vendors required to successfully implement classroom technologies

REPRESENTATIVE DUTIES:

- Effectively supervise, motivate, develop and evaluate the performance of direct reports, including Instructional Technology Technicians, Help Desk Assistants, and Help Desk Analysts

- Provide technical support for the District which includes monitoring and determining security and resource parameters of all instructional technology hardware and software, both web based and on premises

- Develop, maintain, and publish documentation on technology, including hardware, software, and other classroom technologies

- Plan, organize, and implement professional development for any instructionally appropriate technology at the school or district level in a face-to-face or virtual environment

- Plan, organize, and support varied technology implementations at the school level including all aspects of student device allocation, parent training, device maintenance, and classroom management techniques

- Identify and evaluate new technologies and their potential use within the District

- Manage digital versions of district wide instructional resources applications including but not limited to adopted digital textbooks, curriculum materials, teacher resources, online resources, supplemental resources, the learning management system, Google Apps for Education domain(s) and others

- Manage and facilitate the use of digital resources allowing ease of access to online technology that is used in the classroom, through the use of SAML or Google Single Sign On

- Lead, monitor, and report progress on parent engagement in digital citizenship, technology use, and student support

- Support grant writing process and implementation

- Design and implement a plan for digital inclusion, reaching all RUSD students, including managing the partnership(s) with City of Riverside Smart Riverside, California Emerging Technology Fund, and others industry partners

- Collaborate with other division/department personnel

- Implement, manage, and maintain District systems to ensure applications used by staff and students comply with state and federal law, as well as Education Code, including content stored in cloud-based applications, such as Google Drive

- Implement, manage, and maintain multi-tiered systems that monitor student internet and web based application usage on District provided hardware to ensure students have access to a safe learning environment, while reporting self-harm and inappropriate activities following District process and procedure

- Review and assist with writing District Technology Plan

- Manage special projects for the Director or other Senior Managers as requested

- Present proposals for new classroom instructional technology or the enhancement, improvement and/or replacement of existing systems of technology in the classroom

- Inform senior management of potential problems before they occur and communicate possible solutions

- Support grant writing process and implementation

- Perform all responsibilities within the guidelines of district policies, regulations, and procedures

KNOWLEDGE OF:
- Mac OSX, Windows, Android, Chrome, and iOS Operating system, as well as basic computer programming.
- LDAP, LTI, APIs, SQL, SFTP, SAML
- PC, Mac and Mobile hardware
- Proficient with Mac and Windows native software

- Advanced knowledge of Learning Management Systems and online instructional practices
- Federal, state and district policies, rules, regulations and procedures
- Supervisory, budgetary, planning and control techniques required of district managers
- Interpersonal skills using tact, patience, confidentiality and courtesy

ABILITY TO:

- Counsel, advise and teach as appropriate to the situation
- Effectively present information and respond to questions from groups of managers, clients, teachers, customers and the general public
- Articulate and have the ability to write clearly and in technical language, as necessary
- Read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Work cooperatively with staff, students, and appropriate agencies
- Communicate effectively both orally and in writing
- Work independently with minimum direction
- Plan and organize work
- Establish and meet schedules and timelines
- Maintain accurate records and prepare reports as assigned

Bachelor's degree (B.A. or B.S.) in information technology, instructional technology or related field or equivalent experience with required elements. Personal certification(s) e.g. Google Certification, Leading Edge, MOOC course, or others

LICENSES AND OTHER REQUIREMENTS:
Must possess and maintain a valid California Driver's License

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication

- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels.

Environment:
- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations