

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL TECHNOLOGY SUPERVISOR (RANGE S23)

#### **BASIC FUNCTION:**

Under the direction and supervision of the Director of Instructional Technology and Career Technical Education, the Instructional Technology Supervisor will support district and school site uses of instructional technology, including overseeing district-wide implementation of learning management systems (LMS), content management systems, and digital resources used to support online and in-class instructional objectives.

#### **REPRESENTATIVE DUTIES:**

Coordinates the LMS implementation across the district that supports a community system, content system, and other components as necessary. *E*

Supervises Learning Management System Specialists and coordinates the creation, maintenance and access to all online collaborative spaces within the district's learning management system. *E*

Plans and implements online staff development for RUSD personnel related to their needs and to RUSD Technology Use Plan goal and objectives. *E*

Coordinates work with various vendors to provide resources and support for the various ongoing Instructional Technology pilots. *E*

Trains site-based Helpdesk Analysts to ensure site-level support for teachers and students utilizing RUSD learning and content management systems. *E*

Coordinates the creation and maintenance of RUSD online staff development courses and related content. *E*

Supports public communication using Web 2.0 technologies to tell "the story" of RUSD and its use of instructional technology. *E*

Works with the Director and district grant specialist to write grants to secure supplemental funding for technology programs throughout the district. *E*

Assists with ongoing implementation and evaluation of existing grants and the related data collection and reporting. *E*

Meets regularly with the Director of Instructional Technology to support the work of the department. *E*

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Cloud computing, Online course management systems and web 2.0 technologies.

Working knowledge of PC and Macintosh computers used by students, parents and teachers.

Interpersonal skills including tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Provide assistance to students in a computer lab setting or via video conferencing, telephone and other digital means of support.

Troubleshoot application and LMS-related software issues for users with PC and Mac operating systems.

Prioritize, set schedules and meet timelines for assigned service requests.

Recover lost files, convert data across multiple file formats and download software updates.

Instruct users on ways to avoid common problems related to online learning.

Operate a variety of computers and peripheral equipment, including video editing technologies.

Provide technical assistance in obtaining and implementing LMS-related software.

Set-up and program a variety of Learning Management System technologies.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

Associates degree in Computer Science, 3 to 5 years related experience or an equivalent combination of education and experience.

Requires a minimum of three (3) years experience in desktop and portable computing systems. Experience with Windows- and Mac-based productivity, internet browser and e-mail software is required.

Experience supporting a Learning Management System (Blackboard, Angel, etc.) is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office and computer lab environments.

Classroom environment.

**PHYSICAL ABILITIES:**

Seeing to set-up, program and maintain equipment.

Dexterity of hands and fingers to operate equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting moderately heavy equipment.

Bending, kneeling and reaching overhead, above shoulders and horizontally to store and retrieve materials and equipment.