



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Learning Systems Integration Specialist** FLSA Status: **Exempt**
 Job Family: **Information Technology** Pay Range: **IT90Y**
 Prepared/Revised Date: **September 1, 2023** Job Code: **38248**

SUMMARY: Responsible for providing support to the staff and students of the district by providing technical expertise and guidance for student data privacy, interoperability, and other standards-related aspects of technology-based systems and solutions. The Learning Systems Specialist (LSS) works closely with personnel in Curriculum and Finance, schools, and other departments to evaluate, procure and recommend products, processes and solutions to meet the teaching, learning and productivity needs of the district. Key responsibilities include evaluating potential purchases for legal and district compliance and to ensure effective and appropriate use of resources. The LSS will work on the adoption of both education and business systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide technical expertise and leadership to support district hardware, software, and service purchases by developing and maintaining evaluation criteria for purchases and adoptions that adhere to District standards of interoperability, student data privacy, accessibility, and other legal requirements.	D	30%
2. Develop, support, and enforce interoperability, accessibility, and privacy requirements to inform future district software purchases. Provide guidance to programs in drafting technical elements of solicitation and purchase documents, such as request for proposals (RFPs), documented quotes (DQs), sole source justifications and contracts. Create and maintain documentation to reflect what tools and services are available for a variety of district stakeholders to include students and staff.	D	30%
3. Attend work and arrive in a timely manner.	D	1%
4. Develop and facilitate relationships with vendor partners, standards agencies, district departments and schools to adopt, and maintain consistency in adherence to district's preferred or required data models, standards and systems. Work with school, district, and state personnel to successfully implement initiatives.	W	15%
5. Consult with departments and schools to advise and support the integration of digital learning tools and systems while ensuring compliance with federal, state, and local data privacy requirements. Explore emerging technologies and make technical recommendations on products and learning systems for future adoption.	W	10%
6. Ensure timely and accurate reporting by compiling and analyzing data from district systems for use by administration and school communities. Assure data integrity by identifying problems and offering solutions.	W	5%
7. Exercise judgment and decision-making in the diagnosis and resolution of problems within learning systems and platforms.	W	5%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in information technology, education or related field (four additional years of similar and relevant experience may be substituted for this requirement)
- Minimum of three years technical experience
- Experience in instruction or education is highly desirable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Current driver's license
- Technical certifications desired; relevant certifications may be required within one year of hire date

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Experience in the use of learning management and student information systems
- Knowledge of the review, adoption, and implementation process of information systems and curriculum materials
- Knowledge of legal and standards requirements for education and business software and systems
- Ability to converse at a technical level with programmers/administrators on SIS, LMS, MS SQL, SSO, etc.
- Strong oral and written communication skills
- Superior customer service and public relations skills
- Willingness to contribute to cultural diversity for educational enrichment
- Ability to manage multiple priorities and tasks
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, tablets, and peripherals
- Advanced knowledge of district specific software, including student information systems and learning management system.
- Expert operating knowledge of and experience with servers, peripherals, Windows Mac OS, iOS, and software suites such as Google Apps and Microsoft Office
- Strong knowledge of web-delivered services, network applications, etc.
- Knowledge of APIs, Curriculum Design standards, Directory Services and SQL helpful
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, etc.
- Ability to stay up-to-date technically and apply new knowledge to the job, including adapting to and mastering new system applications and processes as implemented by the district or department

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	