Job Title:	Learning & Media Technology Data Specialist
Department:	Technology & Media
Reports To:	Technology Learning Director
FLSA Status:	Exempt
Salary Schedule:	TT (Teacher on Special Assignment up to level 5)

SUMMARY

The Learning Technologies Data Specialist serves in the following capacities:

- Collects, maintains, and aggregates educational data using vendor and internally developed products.
- Maintains the district's digital product library where they determine and update data privacy statuses and product information. They work with their direct report to identify "Core Products" and to assist with initial setup of those products.
- Indirectly reports to the Director of Technology Data and Privacy for the purpose of ensuring they follow law, policy, and procedures relative to the use of educational learning data.
- Determines learning needs and coaches educators in the instructional use of educational data within the scope of student data privacy laws, policies, and procedures.
- Actively participates in the PLC process to support district and school learning goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Educational Learning Data:

- Collects, maintains, analyzes, and provides educational data and data systems for the district, schools, and the Learning and Innovation Division of Technology. The specialist works collaboratively to support and train district Content Coordinators on pedagogical processes to support current teaching and learning needs.

- Supports educators in the process of selecting, collecting, analyzing, and using data to inform instruction and to make instructional decisions that lead to improved student learning outcomes.

- Supports the Learning and Innovation Division by identifying, selecting, collecting, analyzing, using, and sharing data that informs team decision making processes and to help them achieve educational goals and fulfill their purpose.

- Ensures that projects, processes, procedures, and laws are followed and approved by the Director of Technology Data and Privacy.

- Collects, inputs, updates, and prepares data and reports in formats required for state and federal programs, reports, and presentations.

Student Data Privacy for Digital Products:
- Assists with the initial rostering setup, LTI connections, troubleshooting, product privacy settings, access controls, annual product setup, product feature update releases, product vendor meetings, technical training, and district-level product support.
- Maintains the district Digital Product database to include researching vendor / provider privacy policies, data privacy agreements, contracts, state/federal product privacy compliance, digital product database training, and coaching.
- Assists the Learning and Innovation Director, upon request, with product usage data, procedures, product vetting, and selection.
- Assists in supporting educator coaching needs related to educational data use and student data privacy.

Professional Learning Communities and Team:
- Participates in professional development efforts by identifying needs, providing resources and training, and on-site coaching to increase best practices for use of educational technologies.
- Participates in personal professional development to improve andragogy, pedagogy, coaching capacity, and other job related skill sets.
- Fully participates in the work of PLCs.
- Fully participates in the work of the Learning & InnovationTechnologies Division.

CoSN Aligned Team Responsibilities:

Leadership and Vision

    Strategic Planning
- Collects and maintains data for strategic plans, Learning & Innovation Division plans, and other improvement plans to report progress in achieving educational technology goals, interdepartmental goals and district objectives.

    Ethics & Policies
- Maintains current understanding of learning data law, policies, and guidelines to ensure compliance and to support completion of job responsibilities.
- Follows law, policy, and pedagogical understanding to select, and update the status of, digital learning products.
- Promotes ethical practices to drive appropriate use, and continuous improvement, of educational technology pedagogies, and to promote responsible and effective use.
- Promotes employee development of privacy, security, and online safety awareness related to the use of educational technologies and innovations.

Understanding the Educational Environment

    Instructional Focus
- Maintains instructional focus to:

- ○ Participate in the process for selecting and vetting educational technology products.
  - ○ Works with the Learning & Innovation Division by providing input into the process for developing, implementing, and monitoring dynamic, long-range, and systemic educational technology goals that lead to attainment of identified outcomes.
- Promotes, models, and uses appropriate educational technologies, media, and data to enhance and support traditional, standards, evidence, and competency-based learning practices that lead to high levels of learning.
- Promotes the use of educational technologies, products, and pedagogies to support and enhance personalized instruction that leads to the development of deeper learning, future-ready skill sets, and that will prepare learners for college, career, and life.
- Uses multiple methods to identify, select, manage, assess, and evaluate appropriate uses of educational technologies and products to collect and analyze data, interpret results, and to support instructional decision-making by leaders, teams, and teachers for the improvement of instructional practice and to ensure every student has access to high quality student learning.

Professional Development

- Engages in sustained, job-related, ongoing professional learning to ensure quality work with educators, provide targeted support and training, and to integrate educational and student data privacy practices into school-based professional learning communities.
- Supports staff in developing knowledge and skills that increase their effective use of educational technology data and student data privacy practices by facilitating quality professional development that informs future professional development offerings.
- Uses research-based best practices for integrating the high-impact teaching strategies of the district instructional technology model into the school, & classrooms.

Team Building and Staffing

- Participates in professional learning communities that stimulate, nurture, and support faculty and staff in using technology data and student data privacy practices to grow a culture of ongoing training, learning, and responsible risk-taking that leads to attainment of identified educational outcomes.
- Maintains awareness of emerging educational technologies and works with educators to communicate current (and future) educational technology research, tools, and trends that will increase instructional quality.
- Provides ongoing, consistent, and timely data to ensure Learning & Innovation Division projects progress on schedule.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

- Sound understanding of educational technology development and implementation, learning data sciences, and student data privacy.
- Demonstrate understanding of high-impact educational data and data privacy practices, to include current trends, products, software, tools, and research.
- Sound understanding of, and ability to identify, select, vet, and develop, educational data and data privacy resources for all grades and content areas.
- Sound understanding of, assessment development, use, and analysis.
- Demonstrated skill in andragogy for the development and integration of teaching and learning cycles that integrate educational technology best practices to support achievement of targeted learning outcomes.
- Ability to maintain, manage, and develop educational technology data systems, data privacy databases, supporting products, and compliant processes that guide the use of learner data.
- Ability to work with SQL, SFTPs, databases, and code to display educational data in visual and compelling formats using district selected data systems.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables and situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE
A minimum of a Bachelor's Degree. Minimum of 5 years related technology experience and training in the essential functions of the position; or equivalent combination of education and experience.

Experience using multiple digital curriculum and data systems.

Ability to code, use SQL, and to develop and maintain databases and database visualizations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active professional level Utah Teaching License with an Educational Technology Endorsement.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: **Technology Learning Director**		Date: **02/17/2023**
Approved By: **Assistant Director, Human Resources**		Date: **02/17/2023**
☐ Reviewed ☒ Revised	By: **Technology Learning Director**	Date: **11/30/2023**
☐ Reviewed ☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	