Crandall Independent School District
Job Description

Job Title:	**Digital Systems Integration Administrator**	**Wage/Hour Status:**	Exempt
Reports To:	Executive Director of Technology & Innovation	**Date Revised:**	October 10, 2025
Dept./School:	Technology/Smalley Operations Building		

Primary Purpose:

The Digital Systems Integration Specialist will serve as a critical bridge between the Curriculum and Technology departments, ensuring seamless integration and management of digital platforms, instructional tools, and student information systems (SIS). This role oversees the implementation, maintenance, and troubleshooting of digital resources while supporting staff and students with their technological and instructional needs.

Qualifications:

Required:

Bachelor's degree in educational technology, information systems, or a related field, or equivalent experience.
Experience managing SIS integrations, digital platforms, or instructional technology tools.
Strong knowledge of ClassLink, Eduphoria, and SIS (Skyward) systems.

Preferred:

Certifications in SIS administration or instructional technology (e.g., Google Educator, Skyward Admin Certification).
Previous experience in a K-12 environment managing digital resources and curriculum tools.

Key Responsibilities:

ClassLink Administration:

- Serve as the district's ClassLink tenant administrator.
- Register, configure, and manage new apps and links on ClassLink, ensuring seamless Single Sign-On (SSO) functionality for staff and students.
- Troubleshoot staff and student roster issues on ClassLink throughout the school year.
- Perform group syncs to update campus rosters and maintain access for staff and students.
- Ensure textbook apps are appropriately organized in ClassLink folders and accessible to staff and students.

Eduphoria Management:

- Serve as the district administrator for Eduphoria.
- Troubleshoot user access issues and assign rights and roles for staff members in Strive and Aware
- Reactivate and manage user accounts as needed.
- Manage the mass-assigned AWARE testing passwords for each campus.
- Update district calendars and assist with document deletion in Eduphoria.
- Support HR with troubleshooting Eduphoria Strive applications.

Textbook and Curriculum Platform Management:

- Link digital textbook products to relevant courses and manually enroll users (e.g., iCoaches and other staff).

- Maintain and update the district's digital textbook spreadsheet for new teachers.
- Troubleshoot SSO and roster-related issues for digital curriculum platforms, working directly with vendors and ClassLink support.
- Assign materials to classes and ensure proper access for teachers and students.
- Manage the integration of new digital platforms with existing systems to streamline workflows.
- Evaluate and recommend tools for seamless interoperability, ensuring they meet district standards and Scope 18 compliance.

Skyward SIS Integration and Management:

- Handle all integrations and data routed into or out of the district's SIS (Skyward).
- Ensure alignment of student Skyward emails with ClassLink rosters for accuracy.
- Troubleshoot and manage any issues related to SIS integrations with third-party apps and digital tools.
- Monitor and maintain the security of digital tools, including implementing and managing role-based access controls.
- Assist in ensuring compliance with student data privacy laws (e.g., FERPA, COPPA, CIPA, NDPA's).
- Oversee and ensure the accuracy of data syncing between district systems (e.g., ClassLink, Eduphoria, Skyward).
- Audit data regularly to identify and resolve discrepancies in user access, rosters, and account assignments.

General Support and Troubleshooting:

- Assist with testing logistics for iCoaches and teachers, resolving student access issues as needed.
- Respond to emails and support tickets from teachers and staff regarding digital resource access and functionality.
- Push out apps to staff when required and manage app configurations for administrators and appraisers.
- Monitor and resolve app-related issues, including appraiser setups and department-level configurations.

State Reporting and Compliance:

- Ensure accurate submission of fitness program data to the state.

Professional Development and Training:

- Develop and deliver training sessions for staff on the effective use of ClassLink, Eduphoria, Skyward, and other district platforms.

- Create user guides or documentation to support staff and students with platform access

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van
Posture: Prolonged sitting/standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders
Lifting: Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)
Environment: Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel;

May be required to be on-call 24 hours a day
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Print Name

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Signature   Date