

## Application & Integration Specialist

### JOB DESCRIPTION

October 2025

**Job Title:** Application & Integration Specialist

**Pay Grade:** See Compensation Sheet

**Dept/School:** Technology

**Pay Range:** Based on experience

**Reports to:** Chief of Technology/ Designee

**Days Per Year:** 226

**Primary Purpose:** The Application & Integration Specialist is responsible for the successful implementation, maintenance, and support of all educational technology applications within the K-12 public school system. This role requires a strong understanding of educational technology trends and best practices, as well as the ability to effectively manage and support a diverse range of applications used by students, teachers, and staff.

#### Qualifications:

##### Education/Certification:

High school diploma or GED  
Valid Texas driver's license  
Relevant industry certifications

##### Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills  
Educational technology applications  
Scripting languages (e.g., Python, PowerShell)  
Cloud-based applications and services  
OneRoster format

##### Experience:

Educational technology experience in a K-12 public school system (Preferred)

##### Responsibilities and Duties:

1. Manage, configure, and support RCISD software and applications
2. Support the RCISD application selection process by researching, evaluating, and making recommendations for software and applications
3. Implementation of new RCISD-supported software and applications
4. Provide basic IT support and assist with IT projects as needed.
5. Maintain an accurate inventory of software and licenses
6. Distribute applications to the proper student and staff groups in ClassLink
7. Help implement and manage data integration between different applications and systems
8. Assist in the development of data reports and dashboards to support instructional decision-making
9. Work with district stakeholders to ensure data integrity and security for all applications
10. Troubleshoot and resolve application-related issues in a timely and efficient manner
11. Proactively monitor application performance and identify potential issues
12. Conduct regular application audits and perform necessary updates and upgrades
13. Develop and maintain comprehensive documentation for all applications
14. Provide first- and second-level technical support to end-users for all supported applications

15. Comply with policies established by federal and state law, State Board of Educator Certification rule, and local board policy. Comply with all district and campus routines and regulations.
16. Participate in professional development to improve skills related to job assignments
17. Respond to after-hours emergencies as needed
18. Maintain confidentiality
19. Demonstrate professional, ethical, and responsible behavior
20. Perform other duties as assigned

**WORKING CONDITIONS:**

**(Mental demands, physical demands, environmental factors)**

1. Maintain emotional control under stress.
2. District-wide and occasional statewide travel; frequent, prolonged, and irregular hours.
3. Lifting and moving materials, computers, boxes, etc.
4. Ability to stoop, kneel, crouch, walk, twist, bend, climb, drive, and/or be mobile
5. Repetitive hand motions
6. Prolonged computer use

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.