

## **UNION SCHOOL DISTRICT**

### **CLASS TITLE: CURRICULUM, ASSESSMENT and MEDIA SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent or designee, Educational Services, perform a variety of highly responsible administrative and technical duties to relieve the Assistant Superintendent and Director of a variety of administrative details; interpret policies for staff; organize and distribute district assessments, CASSPP and other state and local assessments; understand and operate the district's data management system; oversee district online interventions; and monitor and update the district website.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate all District triennial and quarterly benchmarks.

Coordinate the communication, training and materials for district, state and federally mandated assessments such as SBAC (Smarter Balanced Assessment Consortium). Communicate with schools, Special Education, and Technology Services regarding all assessment systems.

Provide training for all web-based assessments systems, including but not limited to: SMI, SRI, Illuminate benchmark assessments, SBAC interim/summative assessments.

Coordinate Digital Citizenship training with Site/Media Techs

Coordinate Educational Program account management and support with Site/Media Techs

Lead Illuminate site rep committee. Provide data reports, training and updates on the Illuminate report function.

Set-up, support and coordinate, web-based curriculum programs, including but not limited to: Scholastic, Fast Forward, Rosetta Stone, Sokikom, BrainPOP, Discovery Education, Redbird, Lexia, Learning A-Z, and other recommended programs.

Diagnose, trouble shoot and support technology leads and teachers with District approved programs.

Set-up student and teacher accounts for approved curriculum programs.

Provide registration/marketing services for the Educational Services Department, including but not limited to: Union University, Academies, newsletters, brochures, special events and programs.

Design and prepare video presentations.

Update District website. Provide website training to administration and teachers.

Support all aspects of Virtual Summer School, including coordinating with summer school principal and school sites regarding student selection and enrollment in available programs; communicate and provide technical support for parents of enrolled students.

Communicate with personnel to exchange information and resolve issues or concerns.

Operate a variety of computers, servers, peripherals and specialized software; drive a vehicle to conduct work.

Maintain current knowledge of technological advances in computer hardware, software and peripherals.

Maintain various records related to assigned activities.

Attend mandatory trainings as required by your position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, procedures and techniques involved in the implementation of existing and new curriculum, including but not limited to textbook adoptions and implementation of web-based programs;  
Computer hardware systems and software applications utilized by the District;  
Extensive knowledge of both PC and Apple/Macintosh platforms and operating systems;  
Principles, methods and procedures of online systems and databases;  
Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties;  
Oral and written communication skills, ability to summarize, articulate and communicate clearly;  
Interpersonal skills using tact, patience and courtesy;  
Technical aspects of field of specialty; and  
Record-keeping techniques.

**ABILITY TO:**

Install, configure, modify and maintain computer software;  
Learn, configure and maintain web-based programs purchased by the District, including coordinating user licenses;  
Investigate, troubleshoot, and resolve issues related to online curriculum/assessment systems;  
Provide technical training and support to users concerning online curriculum and online assessment systems;  
Meet schedules and time lines;  
Operate computers and peripheral equipment properly and efficiently;  
Solve problems independently or with limited consultation;  
Maintain various records related to work performed;  
Work independently with little direction;  
Communicate effectively orally and in writing;

Establish and maintain cooperative and effective working relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; Model appropriate behavior around and interact appropriately with preschool and school age children; and  
Maintain regular attendance.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science or related field; preference for two years experience involving installation and maintenance of software, training users, multimedia presentations, graphic design and data management systems.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor work environment with high noise and distraction levels

May work in outdoor environment

Driving a vehicle to conduct work

#### **PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English and, possibly, a designated language;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Climb slopes, stairs, steps and ladders;

Lift up to 20 or more pounds;

Carry up to 20 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

### **Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police

power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

*For Board Approval June 8, 2015*