

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Curriculum Data Technician
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	519
Reports to:	Director of Curriculum and Instruction

JOB SUMMARY

Under the supervision of the Director of Curriculum and Instruction, the Curriculum Technician performs a variety of duties including, but not limited to, coordination of department budgets, Course Master, payroll management, data entry, survey creation and compilation of results, and digital collaborative file management. Serves as administrative assistant to one or more directors and/or supervisors.

ESSENTIAL JOB FUNCTIONS

- Generates original documents using Office 365 Suite, maintains digital assets in OneDrive, and organizes department Class Notebooks in OneNote.
- Updates, maintains, and provides professional development on audiovisual equipment.
- Utilizes tools in Adobe Creative Suite, including Acrobat Pro.
- Creates formulas and functions in Excel for budgets, labels, surveys, and reports.
- Designs and maintains department, and interdepartmental Schoolwires websites.
- Utilizes and accesses tools within myDSD, DESK, SMART System, and Canvas Learning Management System
- Schedules and calendars appointments for directors, supervisors, staff, facilities, and events.
- Provides, organizes, and facilitates interdepartmental secretarial training.
- Inputs and maintains all information for District Course Master.
- Maintains professionalism in interacting with others and with confidential information.
- Registers students and course participants, and conducts payment management.
- Generates department manuals, PowerPoints, emails, and other correspondence.
- Digitally generates and maintains a record of department and administrative meetings.
- Schedules audiovisual equipment for repair and arranges for payment to vendors.
- Maintains, orders, and distributes audiovisual equipment for use in the District Office Kendell Building.
- Serves as a resource for elementary and secondary schools' personnel.
- Generates requisitions and reconciles credit card transactions in Encore.

MINIMUM REQUIREMENTS

- High school diploma or equivalent education and/or experience.
- Five (5) years of school or department administrative assistant/technician experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication, public relations, and interpersonal skills.
- Demonstrated proficiency in Microsoft Office Programs.
- Demonstrated ability to work in a team environment.
- Proficiency with DSD Encore System.
- Basic computer knowledge, including familiarity with software applications.
- Knowledge of office functions.
- Skills in use of audiovisual equipment, including routine maintenance.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.