

SCHOOL DISTRICT OF WAKULLA COUNTY

CURRICULUM SOFTWARE SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree or higher from an accredited educational institution, preferably in information technology or related field.
- (2) Job related experience with software management.
- (3) Knowledge and experience with educational software.
- (4) Strong analytical skills, self-motivated.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced understanding and knowledge of current technology. Understand and analyze specific organizational tasks and functional aspects. Apply computer science techniques and mathematical logic to come up with solutions or programs and define what deployed system should do. To modify, enhance and improve implementation of software already in use. Advanced communication skills with the ability to discuss specific curriculum needs and requirements. Provide advice on the use of proprietary educational software packages to address curriculum needs. Ability to train others in the use and maintenance of the software.

REPORTS TO:

Chief Academic Officer/Executive Director of Curriculum/Professional Development

JOB GOAL

To maintain, implement, and train on the use of educational computer applications and digital content for curriculum software. To analyze organizational education software needs, devise solutions and maintain inter-department communication with regards to those needs and solutions.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison between Curriculum Department and IT Department to address system performance issues and crashes.
2. Collect, compile and enter data and processed information into various software systems.
3. Data entry support to the curriculum department.
4. Create and maintain spreadsheets, databases and management information systems for curriculum organization.
5. Operate software, hardware, and network systems with knowledge, skill, and ability.
6. Facilitate use of electronic-business systems, browser based applications and new generation Internet technologies, standards, methodologies with knowledge, skill, and ability
7. Enable employees and workforce to be efficient and productive with desktops, laptops and allied IT applications.

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8. Attend external technology seminars, as appropriate and needed.
9. Use experience and specialized knowledge to train, mentor and familiarize new hires and inductees as well as all employees as new software is introduced, such as, but not limited to:
 - a. Excel
 - b. Word
 - c. Power Point
 - d. Email
 - e. Folder management
 - f. Cyber Safety
 - g. Access to various software programs
10. Serve as a liaison between the IT and curriculum departments.
11. Manage user access for curriculum programs, such as, but not limited to:
 - a. Discovery Education
 - b. Fast ForWard/Reading Assistant
 - c. Read 180
 - d. EBSCO
 - e. United Streaming
 - f. eASY CBM
 - g. Renaissance Place (AR, STAR)
 - h. Destiny
 - i. Online access to textbooks
 - j. Performance Matters – SAM
 - k. FCAT Explorer
 - l. Math iXL
 - m. Tune In To Reading
 - n. PAEC Professional Development System
 - o. SAS Curriculum Pathways
 - p. Thinkfinity
 - q. Climate Survey
12. Report on usage of programs at schools.
13. Complete research on curriculum programs and delivery options as needed, working toward management practices for digital content.
14. District Form creation as needed.
15. Provide remote support skills.
16. Maintain and update the curriculum web portal.
17. Work willingly in a team environment to share knowledge and create solutions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: ITEM #40, Level VIII