



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: DISTRICT INSTRUCTIONAL TECHNOLOGY LIBRARY AND ASSESSMENT COORDINATOR

REPORTS TO: Director of Curriculum and Assessment **SITE:** District Office

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month

SALARY: Range 144 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: March 9, 2023

JOB SUMMARY:

Under the direct supervision of the Director of Curriculum and Assessment, the Instructional Technology Library and Assessment Coordinator will perform a variety of technical and oversight roles related to the management of the District's significant digital resource library as well as support school sites with implementation of the various state, college entrance, and local assessments administered throughout each school year. This administrative support role will utilize management software, spreadsheets and other tools to facilitate the purchase and implementation of the software used by teachers across the District. In addition, the role will ensure efficient, accurate and timely administration of large group assessment for District students. Finally, the role will provide administrative support to the Director of Curriculum and Assessment as needed.

ESSENTIAL FUNCTIONS:

- Instructional Technology Library Coordination:
 - Serve as the primary point of contact for digital instructional materials in the District including, but not limited to the District's core suite of tools:
 - Canvas
 - Google Workspace for Education
 - Grade Guardian
 - Destiny
 - Frontline Professional Learning Management System
 - All other digital subscriptions managed by the District used in teaching and learning
 - Facilitate contracting and relationship management with digital platform vendors.
 - Provide support to the Technology Support Group (TSG) on the management of student enrollment in district digital platforms.
 - Assist site administrators, Department Chairs, Instructional Technology Coordinators and Library-Media Technicians with basic questions/support regarding common digital platforms.
 - Support Director in annual evaluation/assessment of digital platform implementation and effectiveness so as to inform future contracting.
 - Collaborate with TSG staff on compliance with CA student data privacy law.
- Assessment Coordination:
 - Coordinate site administration of the following annual assessments:
 - CA Assessment of Student Performance & Progress and the CA Science Test
 - Advanced Placement Assessments
 - PSAT (11th Graders only)
 - SMUHSD math and language arts assessments (as needed)
 - Coordinate with the Technology Support group annual updating of District-issued Chromebooks so that they are able to administer the assessments.
 - Prepare a yearly calendar and timelines to ensure proper and timely distribution of all assessments.
 - Order and coordinate delivery and return of test program materials (as needed), and maintain mandated records related to testing events; and direct preparation and organization of testing materials for distribution, collection and required accounting/security measures.

- Prepare summaries and analyses of test results; coordinate the notification of parents of test results as required by the California Education Code; and provide assistance to school staff in analyzing and interpreting test results.
- Operate office equipment including a copier, fax machine, computer and assigned software applications; and drive a vehicle to various sites to pick up or deliver testing materials (as needed).
- Provide direct administrative support to the Director of Curriculum and Assessment.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATION -

EDUCATION/TRAINING EXPERIENCE:

- Two-year degree and/or equivalent experience.
- Knowledge and experience using various technology tools and software platforms such as Canvas, the Google Suite, spreadsheet software like Google Sheet or MS-Excel.
- Bilingual Spanish-English (preferred).

KNOWLEDGE OF:

- District policies and procedures as they apply to student testing, record keeping and reporting.
- Methods and practice of statistical record keeping work involving data processing.
- Statistical analysis evaluation of test results.
- Format and procedures for entering and retrieving various types of data. Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal relations skills using tact, patience and courtesy.
- Advanced knowledge of word-processing, spreadsheet, and databases.
- Strong interpersonal and organizational skills.
- Strong verbal and written communication skills.

SKILLS EXPERIENCE AND ABILITIES TO:

- Reading and interpreting federal regulations, state guidelines, and District policies, rules and regulations.
- Analyze and evaluate test results according to established guidelines.
- Proficiency in keyboarding speed and accuracy.
- Verifying accuracy and completeness of documents and process data.
- Compile, maintain and submit accurate and complete records and reports.
- Analyze situations accurately and adopt an effective course of action.
- Read and interpret data processing print-outs.
- Understand and follow oral and written directions.
- Perform responsible and difficult clerical work with speed and accuracy.
- Perform basic mathematical calculations.
- Work independently with little direction.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Demonstrated ability to be efficient, accurate and pay attention to detail.
- Critical thinking skills, as well as the ability to multitask.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.

- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.
- Must maintain a valid California Driver’s License.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State and Local regulations.

SMUHSD EQUITY VISION

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.