



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL SERVICES SPECIALIST
REPORTS TO: Director of Curriculum and Assessment **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 39 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: March 24, 2011

JOB SUMMARY:

Under the direct supervision of the Director of Curriculum and Assessment, the Instructional Services Specialist will perform administrative support services with a special emphasis on gathering, assembling and analyzing student data. The Instructional Services Specialist will employ an advanced level of proficiency in the utilization of word processing, presentation software, spreadsheets, databases, and other information management tools to organize, evaluate, and analyze student data; produce cohesive, comprehensive reports for teachers, staff, administration and the Board; interpret and apply District policies and various agency legislation related to analysis of student performance and reporting requirements; perform support duties with a high level of responsibility for public contact and problem solving; and perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Create and perform complex queries and statistical reports.
2. Prepare and generate a variety of reports, surveys, and statistics related to student demographics and academic performance.
3. Provide support to school staff regarding gathering and analyzing common assessment results.
4. Respond to school and district staff questions regarding student data.
5. Generate reports for state and federal requirements, such as CALPADS.
6. Process and order textbooks and instructional materials.
7. Research and train in the latest technology as it relates to the ability to gather and analyze data and communicate information to faculty and staff.
8. Provide information to staff and the public on department policies and procedures.
9. Provide letters, memoranda, reports, flyers, newsletters, tables, charts and power point presentations.
10. Maintain department records and files, including district course catalog and courses of study.
11. Provide maintenance and evaluation of district and state assessment data.
12. Review the accuracy of student, staff and course data in student information system.
13. Provide support for communication and work with feeder school districts.

Employment Standards:

Incumbent must be able to perform essential functions 1-13 with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Two-year degree and/or equivalent experience.
- Three years or more working with student data and in an educational environment.

- Advanced knowledge of word-processing, presentation software, spreadsheet, databases, including creating complex queries.
- Demonstrated ability to plan, organize, and interpret complex policies and procedures.
- Strong interpersonal and leadership skills.
- Demonstrated ability to be efficient, accurate and pay attention to detail.
- Critical thinking skills, as well as the ability to multi-task.
- Strong analytical and organizational skills.
- Strong verbal and writing skills.

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:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

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.