

Position: Instructional Technology, Student Information
And Assessment Coordinator

Classification: MSC

Reports to: Department Administrator

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and four years work experience including two years working with testing materials.

Possess computer skills such as word processing, data management, familiarity with optical scanner with proficiency in Microsoft Word and Excel, and use of the Internet.

Possess ability to learn new software programs as required.

Knowledge of Cardiff

Valid California Drivers License

SUMMARY

Assist with facilitation and monitoring of the District Technology Plan; including assistance with building teacher capacity in instructional technology, designing and maintaining an instructional technology web page, and assisting with implementation of curriculum to promote and ensure internet safety and ethical use of technology. Design monthly departmental newsletter and promote communication between department and school sites. Assist with district implementation of common core standards; including revised assessment system, creation of documents, and standards-based reporting. Provide assistance as needed with State and local assessments, tool creation for data analysis, and providing support to sites in utilization of the assessment system to increase student achievement.

SPECIFIC RESPONSIBILITIES

- Assist with alignment of current assessment program with common core standards
- Build teacher capacity in effective utilization of the assessment system; including state and local assessments, to increase student achievement
- Assist with implementation of the Central Unified Assessment Handbook
- Develop tools for data analysis, prescription, planning, and progress monitoring
- Assist with development of a standards based reporting system aligned with the common core standards
- Translate common core standards into student and parent friendly language
- Assist with development, design, and processing of benchmark assessments
- Assist with implementation of STAR; including district and site support
- Provide training and support related, but not limited to, Data Director, Intel Assess, E 2020, and other instructional programs utilizing technology
- Provide training and support for various technological devices utilized for instructional purposes (Promethean Boards, Elmo's, laptops, etc.)
- Build capacity of teacher knowledge and implementation of the National Educational Technology Standards (NETS)

- Design tools and provide training and support for Cybersmart implementation
- Assist with implementation of the District Technology Plan; including design of the instructional comprehensive utilization component
- Design and maintain an instructional technology web page to include tools for teacher use and resources to build and support teacher use of technology
Design flyers, notices, newsletters and other publications for the department using desktop publishing.
- Assist with the operation of internal and external recognition programs and District and Board recognitions.

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

KNOWLEDGE OF:

- District testing procedures, practices and proper security of test materials.
- Operation of a computer terminal, optical mark readers and office equipment.
- Technical aspects of field of specialty.
- Public speaking techniques.

ABILITY TO:

- Oversee and perform test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program.
- Maintain adequate stock of testing materials.
- Provide in-services relating to test processing.
- Work cooperatively with others.
- Prepare and deliver in-services.
- Motivate and train personnel, starting at their current knowledge level in a patient and friendly manner
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

PHYSICAL ABILITIES

Office environment; driving a vehicle to conduct work; Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials. Climbing step ladders to retrieve materials; Lifting and moving boxes (approximately 25-35 lbs).

HAZARDS:

Extended viewing of computer monitor.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.