San Leandro Unified School District
Job Description

Assessment, Instructional Materials and Multimedia Specialist II

Definition

Under the direction of the Director of Technology, Assessment, Research and Evaluation, the Specialist II will assist in the development of instructional materials, training courses and/or web-based courses. The Specialist II will assist with the planning coordination and distribution of State and District testing materials (paper-pencil and online). The Specialist II will provide assistance with staff training in the implementation of technology software and hardware. Specialist II will also support the staff to ensure technology is successfully integrated within schools.

Representative Duties and Responsibilities:

- Assists teachers and administrators to identify resource materials to support teaching and learning
- Maintain materials inventory (e.g. instructional materials and media equipment, etc)
- Helps ensure site compliance with instructional materials components of the annual Williams' audit
- Provide assistance in design and development of training courses and online instructional materials
- Collaborate with other members of Educational Services in the creation, conversion and maintenance of web-based courses and other learning resources
- Provide support on training for staff on technology integration
- Assist the development of computer application strategies to assist classroom teachers in the integration of technology classroom instruction
- Assist in the implementation and training of faculty and staff in the use of campus-wide technology usage
- Provide technical assistance and training to sites and District personnel regarding assessment and evaluation activities
- Assists with and coordinates administration of student testing; assists in answering questions from faculty regarding testing processes and procedural requirements; maintains and accounts for testing materials and forms
- Plan, coordinate, and conduct activities related to assigned State and District assessment and testing programs; develop instructions and testing schedules; coordinate delivery and retrieval of materials; generate related reports
- Maintain and manage educational databases related to personalize learning software (i.e. Accelerated Reader, Imagine Learning, etc.)
- Under the direction of the Direct of IT, Assessment, R & E, design and create computer based, multi-media layout, graphics, animation, and content for use in presentations, multi-media programs websites and other non-print delivery media
- Provide assistance in the design and development of training courses and online instructional materials
- Assists with training Library, IM and Multimedia Specialist to help implement policies on proper use and management of digital programs. (e.g. Acceptable Use, Social Media and other policies related to digital citizenship

- Assist other personnel, as may be required
- Assists in trainings as needed
- Performs related duties as assigned

Qualifications:

Education and Experience

- Bachelor's degree or working experience directly related to this position

Knowledge of:

- Modern computing, networking, and communications systems
- Knowledge of current software, such as Web 2.0, HTML, web-editing applications, Microsoft Windows, Mac OS, Google Suite Apps, Adobe Creative Suite; Dreamweaver, Photoshop, Illustrator
- Current educational research, pedagogy and instruction
- Library methods, procedures, terminology and related technology
- Library media technology and processes
- Operation of multimedia equipment
- Office practices and procedures
- Applicable software programs and best practices in technology integration

Ability to:

- Understand and carry out oral and written instructions
- Work independently
- Maintain current knowledge of technological advances in the field
- Understand the technology needs of various users, including certificated and classified employees, students, community and other users
- Work cooperatively with district and site staff
- Establish and maintain effective working relationships, work as part of a team
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines

Licenses and Other Requirements:

- Pass District Qualifying Test
- Valid California Driver's License and proof of current California auto liability insurance at time of Appointment and throughout employment in this classification
- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

Working Conditions:

- May be required to work in district office, school, classroom, and meeting room settings
- Drive district vehicle for delivery and pickup of materials, troubleshooting hardware and/or software issues. (e.g. computers, textbooks, etc.)
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Physical Requirements

Frequency Key; None (1); Occasional – up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above the shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to see	4		Ability to hear	4

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San Leandro Unified Board of Education Date Approved: _____

CSEA – San Leandro Chapter #94 Date Approved: _____

CSEA Carol Alvarez 8/13/14

csea Karen Perez 8/13/14

8/13/14