JOB DESCRIPTION
San Leandro Unified School District

Assessment, Instructional Materials and Multimedia Specialist

Purpose Statement

The job of Assessment, Instructional Materials and Multimedia Specialist II is done for the purpose/s of supporting the instructional process with specific responsibilities for the coordination and distribution of State and District testing materials; assisting in the development of instructional materials, training courses and web-based learning courses; supporting staff in successfully integrating technology within in the schools; implementing and maintaining services within established guidelines and standards; and providing information to others.

This job reports to Director of Assessment and Accoutability.

Essential Functions

- Assists in the design and development of training courses and online instructional materials for the purpose of facilitating learning.
- Assists teachers and administrators with a variety of educational support (e.g. identifying resource materials, computer application strategies, integration of technology in the classroom, etc.) for the purpose of ensuring student success and achieving district objectives.
- Collaborates with District personnel (e.g. Educational Services, etc.) for the purpose of creating and maintaining web-based courses and other learning resources.
- Conducts meetings, workshops, trainings, and seminars (e.g. assessment trainings, proper use and management of digital programs, digital citizenship, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates activities related to assigned State and District assessment and testing programs (e.g. testing schedules, delivery and retrieval of materials, technical assistance, etc.) for the purpose of completing activities and/or directing services in a timely manner.
- Designs and creates computer based, multi-media layout, graphics, animation and content for the purpose of of using designs in presentations, multi-media programs websites and other non-print delivery media.
- Maintains a variety of manual and electronic files and/or records (e.g. materials inventory, invoices, affidavits of agreement, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages educational databases related to personalized learning software (e.g. Accelerated Reader, Imagine Learning, etc.) for the purpose of achieving organizational objectives.
- Manages District website's content and design (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Orders materials and resources (e.g. textbooks, instructional materials, consumables, etc.) for the purpose of ensuring the availability of items.
- Prepares a variety of written materials (e.g. materials for professional development trainings, invoices, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Processes testing materials before, during and after testing (e.g. inventorying, packaging, distributing, tracking, etc.) for the purpose of ensuring the security of the test and testing materials in accordance with established administrative guidelines and/or legal requirements.
- Responds to inquiries (e.g. staff, administration, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; and conducting meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; application software including relational databases; codes/laws/rules/regulations/policies; current generation operating systems; methods of instruction and training; and web design.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; and communicating technical information to non-technical audiences.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience	Job related experience with increasing levels of responsibility is required.
Education	Bachelors degree in job-related area.
Equivalency	
Required Testing	Must pass district's qualifying exam
Pre-Employment Training Required	
Continuing Educ./Training	

Certificates

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	52