

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: ADMINISTRATIVE SPECIALIST – CURRICULUM AND SPECIAL PROJECTS**

**DEFINITION:** Under the direction of the Director of Curriculum and Special Projects, within a broad framework of standard policies and procedures, performs a variety of highly responsible, logistical, technical, and analytical support for curriculum including the district assessment and testing program. This position requires initiative and judgment, high level problem solving and organizational skills, database and data analysis expertise, a familiarity with student information and data management systems and the ability to verify the accuracy of the work of site test coordinators. Provides overall support to one or more administrators who lead and provide global, district wide support in multiple Federal and State governed program areas. Budgetary over-site is required.

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Provide logistical, technical, and analytical administrative support to the oversight area of curriculum that include, but are not limited to district special projects, student information, student data testing, student data assessment and analysis, and staff development
- Independently and under the direction of the administrator, perform a wide variety of technical data processing, reporting and data analysis work to support the administrator, the department, the department programs, the school sites, and the community
- Independently and under the direction of the administrator, coordinate District testing aspects both logistical and technical, including standardized testing, reporting and analysis of testing results
- Orders and distributes, testing materials, collects and mails materials to testing companies
- Gather and verify the accuracy and maintenance of the data in the student information software system that will provide appropriate and accurate information for State and Federal testing and reports; for example, CELDT Scores, SSID Numbers, EL Status
- Provide district level support to maintain, update and keep current all student data as required by the State, including but not limited to CALPADS, CSIS, CONAP, CBEDS, STAR, CELDT and various other State requirements (reports and reporting programs are subject to change)
- In-service, assist, train and support site employees as needed on process, data input and data retrieval, including data interpretation of student assessment and informational systems
- Gather, develop, organize and maintain the records and schedules of the department and/or district program under the auspices of curriculum as directed
- Responsible for requisition, purchase, verification, maintenance and distribution of district student assessment curriculum, including but not limited to textbooks and instructional resources
- Liaison between standardized testing companies, vendors, the District Office, school sites, and the community
- Type, edit, assess, and interpret reports and information and disseminate results as required, including, but not limited to student information and student assessment and test data analysis
- Run class reports as needed
- Support the administrator in the planning, organization and implementation of curriculum events district-wide
- Order, generate and distribute staff development materials and resources
- Track staff development attendance
- Generate, and confirm accuracy, and submit district-wide State and Federal reports as required for the department
- Provide, organize, and maintain overall support to the administrator and the curriculum office
- Prioritize workload effectively to meet deadlines
- Track all responsible budgets with accuracy, maintaining economic efficiency within the department for purchases and cost of operations
- Proactively assess, evaluate, create, and with administrator support enact process and computer applications that streamline and increase internal department efficiency and quality of operation
- Communicate effectively in person and over the telephone to provide information regarding the Curriculum Dept., the District, its programs and policies, and respond tactfully and appropriately to staff and the public

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### ***Continued***

- Support office workflow including maintenance of files, office supplies, and other clerical needs of the office
- Type reports, memoranda, correspondence, contracts, purchase orders, and other documents
- Within the scope of the department, provide district-wide support to school sites
- Maintain confidentiality
- Meet all schedules, timelines, and reporting deadlines
- Participate in required trainings to meet current mandates related to legislative requirements
- Maintain current knowledge of the provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the function of curriculum, student testing, student assessment, and student services of a public school system
- Other duties as assigned

### ***REQUIREMENTS:***

- Ability to use computers and other modern office machines
- Type net 57 words per minute

### ***QUALIFICATIONS:***

#### **Knowledge of:**

- Provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the function of curriculum, student testing, student assessment, and student services of a public school system
- Computerized database management concepts and application.
- Methods and techniques of project management
- District rules and procedures relating to the department
- Responsible clerical functions and office procedures
- Modern office methods, practices and procedures; receptionist and telephone techniques
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing
- Time management/organizational techniques
- School district organization, functions, policies, rules and regulations

#### **Ability to:**

- Work proficiently on computer programs
- Work under pressure and with frequent interruptions
- Multi-task, complete projects, and meet deadlines
- Perform complex and varied tasks
- Establish and maintain effective relationships with those contacted in the course of work
- Work with minimum supervision; organize and prioritize work effectively
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents
- Make mathematical calculations quickly and accurately
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Work well independently and as part of a team
- Self evaluate and update skills and knowledge to maintain the utmost efficiency

### ***EDUCATION AND EXPERIENCE:***

- Completion of the twelfth grade
- Three years of verifiable work experience, preferably in a school district office level setting, Curriculum Office most preferred, encompassing highly responsible data analysis and office organizational experience that include computer skills using a variety of software and database applications
- College degree and or coursework in business and/or computer programs is desirable

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**Continued**

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

**WORKING CONDITIONS:**

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal. Ability to travel between school sites

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education

Revised and Approved: 5/3/2012