

CENTENNIAL SCHOOL DISTRICT NO. 28J

VACANCY NOTICE

December 31, 2024



**POSITION:** Digital Curriculum & Assessment Support Specialist  
**LOCATION:** Instructional Technology Center  
**HOURS:** 5 Hours Per Day (10:00am – 3:30pm)  
**DAYS:** 260 Days Per Year; July – June (will be prorated based on start date)  
**SALARY:** \$29.13 - \$40.32 Per Hour (Range K)  
**BENEFITS:** PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.  
**START DATE:** February 3, 2025, or when filled  
**APPLICATION DEADLINE:** Open until filled

**JOB PURPOSE STATEMENT(S):** The position of Digital Curriculum & Assessment Support Specialist is to provide setup, support, and maintenance of digital curriculum and assessment tools, support management and training for the District web content filter, develop reference and training materials for digital curriculum and assessment tools, and collaborate with the Curriculum & Student Learning designee and digital content providers to provide initial setup and on-going technical support for staff.

**ESSENTIAL JOB FUNCTIONS:**

- Manage, maintain, and troubleshoot Clever applications, including data sharing setup, data management, Clever portal management, and application integration issues.
- Collaborate with the Instructional Technology Center (ITC) Synergy team and Cascade Technology Alliance (CTA) to troubleshoot data integration issues between Synergy, Clever, and digital curriculum and assessment applications.
- Collaborate with the Curriculum & Student Learning designee/digital curriculum applications/publishers and staff to address training, setup, access, and application usage issues.
- Assist in quarterly Computer Resource Teacher (CRT) meetings with the Technology Director to coordinate ongoing technology integration and staff training needs.
- Build and maintain a comprehensive library of District-approved web-based applications.
- Manage app access control in the Google admin console.
- Coordinate with ITC staff regarding hardware, software, and data issues related to digital curriculum and assessment tools.
- Advise the Technology Director on planning and budgeting for maintenance, upgrades, and purchasing of software/hardware to support student and staff access to digital curriculum and assessment tools.
- Manage and maintain the District's Web Filtering software, including policy settings, blocking or unblocking site requests, penalty box, Teacher, and YouTube settings.
- Utilize the ITC Help Desk system to track, document, gather additional information, and resolve staff issues around the use of digital curriculum tools, assessment tools, web-filtering tools, and online applications.
- Collaborate with the Curriculum & Student Learning designee to facilitate technology training for staff in small and large group settings.
- Support instructional coaching staff in navigating the digital curriculums and assessment tools.
- Collaborate with the Curriculum & Student Learning designee in troubleshooting access issues to digital curriculum and assessment applications.
- Coordinate directly with publishers, in collaboration with the Curriculum & Student Learning designee to ensure integration of digital curriculum and assessment applications to ensure accessibility to all students and staff.
- Communication with staff on a regular or as-needed basis regarding the process for digital curriculum and assessment access and usage.
- Provide usage reports of digital curriculum and assessment applications to Curriculum Department staff on a regular basis or as needed.
- Collaborate with the Curriculum & Student Learning designee and ITC Department staff to build capacity within the departments in order to support educators in buildings.
- Knowledge and skills to facilitate training sessions with District staff.
- Knowledge and skills to support Chromebook, Laptop and iPad-specific digital curriculum and assessment applications.
- Collaborate with the Curriculum & Student Learning designee and ITC staff to observe the use of digital curriculum and assessment in the classroom to troubleshoot as needed of digital curriculum and assessment in the classroom to troubleshoot as needed.

**OTHER JOB FUNCTIONS:**

- Attend training sessions and workshops to keep current on technology tools, hardware, and software as directed by the Technology Director.

- Develop skills and knowledge base about Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Rule (COPPA) compliance for digital curriculum tools, assessment tools, and online applications used by students and staff.
- After-hours support may be required to provide occasional after-hours support (weekends and evenings) as needed.
- Perform other duties as assigned.

**REQUIREMENTS – QUALIFICATIONS:**

- **Experience Required:** Three (3) or more years' of experience managing, evaluating, and diagnosing data integration issues, data extracts/reports, and a variety of digital assessment tools.
- **Skills, Knowledge and/or Abilities Required:**

Skills to manage software applications, including exporting data and creating reports. Excellent organization skills. Strong interpersonal, written, and verbal communication skills. Exceptional time management skills, including a demonstrated ability to coordinate multiple projects simultaneously.

Ability to work with minimal supervision, communicate, and work efficiently with staff (in small and large group settings). Read and comprehend simple instructions, short correspondence, and memorandums. Work with attention to detail. Willingness to learn and adapt to new systems and procedures. Work cooperatively as a team member. Focus, organize, and prioritize tasks and projects. On-site training, collaboration, and troubleshooting in small group, large group, and one-on-one settings. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

Ability to speak a second language preferred.

- **Education Required:** High school diploma or equivalent. Associate degree or higher preferred.
- **Licenses, Bonding, and/or Testing Required:** Valid driver's license and evidence of insurability, Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

**APPLICATION PROCEDURE:**

All applicants, including current employees, are required to apply through [PowerSchool Applicant Tracking](#):

External Applicants:

- Apply through [PowerSchool Applicant Tracking](#).

Internal Applicants (Current Employees):

- Apply through [PowerSchool Applicant Tracking](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

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**For information about the position, contact:**

Frank Decker, Technology Director

Email: frank\_decker@csd28j.org

**For questions about applying, contact:**

Shannon Burley, Human Resources Secretary

Email: shannon\_burley@csd28j.org