



"Every child, every chance, every day."

Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101

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www.sbunified.org

Classified Management Job Description

Title: District Program Specialist

Salary Schedule Range: 19 (Management Salary Schedule)

Purpose of Position: To manage and coordinate the implementation and maintenance of technology training programs for teaching staff, and to create data reports to assist teachers in evaluating student learning and teaching effectiveness.

Reporting: Reports to the Director of IT

Employment Status: Full-time

Location: District Administration, IT

Essential Functions:

Assist the Superintendent, Assistant Superintendents, and Director of IT in implementing and maintaining professional learning programs for teachers to effectively use technology learning systems such as, EDU 2.0, Illuminate ISI and DNA, or iTunes U.

Create custom data reports within a proprietary software platform to aid teachers in evaluating student learning and teaching effectiveness.

Query, organize, and present data using lay language and in a manner that assists in the evaluation of program effectiveness as it relates to District initiatives and strategic plan implementation.

Provide assistance in the collection, analysis and interpretation of data, including, but not limited to, state assessment data, student demographics, and other data related to school and student improvement.

Develop and provide professional learning opportunities for administrators and others in the use and analysis of student/program data to improve student performance and programs.

Construct and provide models of analysis for national, state and local student performance measures.

Create and conduct surveys and data analysis to benchmark and improve District initiatives.

Support and train Professional Learning Community (PLC) liaisons and other appropriate staff in analyzing common assessments and other relevant district/student achievement data using appropriate technology tools.

Collaborate with PLC liaisons and other administrators to provide support as needed or requested.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

Working Conditions & Physical Demands:

Indoor work environment. Some travel between District schools and facilities.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; sitting for extended periods of time; walking; dexterity of hands and fingers to operate

office equipment; intermittent bending, stooping or reaching overhead to retrieve or store materials; occasional lifting of equipment or materials weighing up to 20 pounds; driving a vehicle to conduct business activities.

Knowledge, Skills and Abilities:

Detailed understanding of Learning Management and Student Information Systems commonly used in K12 public education, and current or emerging California public education standards.

Working knowledge of student assessment methodology.

Understanding of CALPADS/CBEDS reporting requirements and reporting protocols.

Ability to program in Python, SQL, as well as experience using SPSS, Tableau, and Google Analytics.

Intermediate proficiency with MS Excel.

Ability to work collaboratively and cooperatively with District staff, teachers, PLC liaisons and others to achieve objectives.

Understanding of the structure and purpose of Professional Learning Communities.

Operate a computer, tablet, and proprietary or mass market software or applications.

Education, Training and Experience:

Bachelor's degree or higher and three (3) years of experience in data assessment, technology implementation and training, preferably in a public education setting. Experience in evaluating educational programs highly desirable. Valid CA single or multiple subject teaching credential a plus.

Additional Requirements:

Valid California driver's license.