

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Curriculum Technician	
<i>Supervisor:</i> Executive Director of Teaching and Learning	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 9

Job Summary

Performs a variety of complex technical, clerical, and administrative tasks in direct support of teaching and learning, instructional technology and library media departmental tasks. This position also provides technical support for district assessments such as PEAKS and purchased digital content.

Essential Job Functions

Enters, retrieves, reviews, or modifies data; utilizes advanced word processing, database, and software programs including Google Suite applications. Types, composes, and edits memos and other documents as required.

Maintains subscriptions to online databases and digital content.

Initiates work orders and coordinates with network service and information system technical staff as well as manufacturer support persons.

Provides support in accessing supplemental instructional software.

Maintains department web site.

Provides technical assistance and trouble-shooting for instructional technology and assessment programs.

Investigates, documents, and responds to routine issues and clarifies policies and procedures as necessary.

Maintains password access of district staff to online library catalogs and district-provided online resources.

Processes, tracks and compiles data on non-traditional credit options such as outside credit and credit by challenge exam.

Supports districtwide testing and assessment process (i.e. process test security agreements from faculty/staff, inventory and distribute testing materials, purchase orders/work orders as needed to support testing).

Organizes, schedules and manages challenge by exam process.

Transcribes, drafts, and/or prepares letters, memos, agenda items, newsletters, reports, and other documents.

Maintains and distributes district-wide digital curriculum resources as designated by the executive director.

Performs department-related purchasing functions such as ordering supplies, textbooks, digital content and equipment.

Reconciles accounts and maintains receipt and disbursement records of specific funds.

Non-Essential Job Functions

May attend meetings and prepare minutes.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment including computers, printer, copier, and fax.

Independent Decisions

Independent decision making is expected, verifying the course of action with supervisor.

Primary Working Contacts

Daily contact with administrative center staff and the public. Frequent contact with building principals or administrators, other school staff, students, and parents.

Responsibility for Cash, Equipment, Safety

Maintains accountability for monies such as challenge by exam accounts.

Supervision Received and Exercised

None given; receives oral and written instruction from the executive director of teaching and learning.

Unusual Working Conditions

Attendance at evening meetings may be required. Work occasionally may be stressful due to document development and hard deadlines. The position is mostly sedentary, with extended periods of sitting at a desk and/or computer terminal. During testing, organizing and moving materials will be required.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Minimum of 48 credit hours of post-secondary education, preferably in a technical or in a business related field. Experience in a related field may be substituted on a year for year basis for the education requirement.
2. Minimum of three (3) years of administrative and/or office management experience.
3. Strong oral and written communication skills in English.
4. Excellent skills in the use of computer software, including word processing, spreadsheets, database management, Google Suite, and desktop publishing.
5. Strong skills in organizing and maintaining accurate records and filing systems.
6. Excellent knowledge of standard office procedures, practices, and equipment.
7. Ability to work under pressure and adhere to strict deadlines.
8. Ability to communicate effectively in private and public settings.
9. Ability to work collaboratively with others.
10. Ability to meet deadlines and flexibly reprioritize work as needed.
11. Work independently with limited supervision.
12. Identify and address school or department needs.
13. Maintain confidentiality of records and oral information.

The following are preferred:

1. Bachelor's degree.
2. Experience or education in technology support.
3. Understanding of district processes, including testing and high school credit processes.
4. Experience with web page development and maintenance.
5. Experience with District software systems such as MUNIS and Destiny.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.