



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Specialist (Deer Valley Online Learning Program)**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Manager of Instructional Technology &amp; Innovative Programs</b>
Salary Range: <b>Range 24</b>	
Term of Employment: <b>12 months</b>	Date: <b>June 11, 2018</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Supports program with duties related to the learning management system, student information system, and online registration systems including but not limited to, enrollment, requests for drops or withdrawals and special placement of students. Coordinates demographic records required for online attendance and audit compliance, updating and accuracy of demographic information, records/files maintenance and grade reports. Assistance with program improvement efforts and benchmarking. Follows safe school practices to ensure the safety of student rights and records. Assists other office staff with visitors, student assistance, phones, etc.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Manages online registration
- Ability to work with student information systems and learning management system
- Manages daily operations for students and parents
- Registers students into classes and manages student adds, drops and transfers.
- Maintains current knowledge of legal requirements for protecting student information.
- Manages the input, maintenance, and reporting of student information required for attendance.
- Communicates and works with parents, students, and staff regarding problems which may arise that do not require the attention of the administrator/supervisor.
- Compiles and prepares various forms, files, reports, and records from a variety of reference sources.
- Prepares and distributes grade reports to students and schools.
- Communicates with parents, students, and staff regarding general information.

- Creates, organizes, and maintains manual and computerized files.
- Tracks tuition invoices and collects payments.
- Prepares various reports and communication for schools, district, and state.
- Compares data from several sources to ensure accuracy of technical information, rules, or other technical documents, using judgment and relying on knowledge of subject material.
- Coordinates communication of student grade and progress information between Deer Valley Online Learning Program lab facilitators and Deer Valley Online Learning Program instructors.
- Organizes and supervises final exam schedules and procedures each semester.
- Routinely and effectively schedules and communicates job assignments for teachers and self, as may be required; i.e. hourly, daily, weekly, monthly, or annually, for efficient office management.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.

- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must have knowledge of Microsoft Office and internet-based applications.
- Must have knowledge of computer theory, job control language, data communications facilities and equipment.
- Must have knowledge of operating systems, skill in techniques and procedures of computer operation and data control in electronic data processing.
- Demonstrates skill in oral presentations, training techniques, and interpersonal relations.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Student record maintenance experience preferred.
- Significant comfort with technology and learning new online software.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl.
- Must be able to lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*