



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

ADVANCEPATH I.T. SPECIALIST

JOB SUMMARY

AdvancePath Academics partners with school districts to operate in-school Academies to recover, educate, and graduate out-of-school and at-risk youth ages 14-18. Unlike a traditional high school classroom, teachers in the Academy work with a caseload of students across multiple academic disciplines to support each student's journey to earning his or her high school diploma.

The AdvancePath Academy is a state-of-the-art classroom that uses computer-adaptive curriculum and small-group, teacher-led instruction. Each student that enrolls in the Academy has a personalized learning plan that tracks what he or she must learn in order to develop grade-level proficiency in each academic area and satisfy the requirements for his or her diploma. The program is student-paced and mastery based with students working on two to three courses at a time.

AdvancePath is seeking exceptional individuals who share a fundamental belief that all students can successfully earn their high school diploma no matter what their starting point or social circumstances. Instructional aides in the Academy work closely with students to ensure that each student achieves his or her academic and personal development goals.

The Academy I. T. Specialists perform a wide variety of duties to support student learning in the Academy. They manage the instructional technology applications, administer online user accounts, and provide instructional support to students as they work on their online curriculum and perform essential job duties and responsibilities and other related work as may be required. The I.T. Specialists are part of the AdvancePath Academy team working with formerly out-of-school high school students and those students who are at high risk of not graduating.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Create, administer, and reset student user accounts in the Learning Management System used in the AdvancePath Academy Program;
- Create, administer, and reset student user accounts in the online assessment system used in the AdvancePath Academy Program;
- Create, administer, and reset student user accounts in the online curricular systems used in the AdvancePath Academy Program;
- Upload data from the online assessment system to centralized servers for the AdvancePath Academy Program;
- Provide guidance and instruction to students on how to use each of the curricular and diagnostic systems used in the AdvancePath Academy Program;
- Work with individual students on how to use various software applications on the computer including Microsoft Word and PowerPoint;
- Work with individual students to help them complete individual components of the student's personalized learning path;
- Coordinate with the AdvancePath team to report and troubleshoot technical problems with the Academy hardware and software;
- Assist in running routine technology software maintenance patches – reconfiguring student workstations and computers under guidance from the AdvancePath team;
- Run reports and analyzes data on student usage and progress in online curricular applications and assessments to report to the Academy team and to AdvancePath;
- Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities who attend the AdvancePath Program;
- Operate and care for equipment used in the AdvancePath classroom for instructional purposes;
- Help students master equipment or instructional materials assigned by AdvancePath teacher;
- Distribute and collect workbooks, papers and other materials for instruction;

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ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (Continued)

- Guide independent study, enrichment work and remedial work set up and assigned by the AdvancePath teacher;
- Assist with the supervision of students attending the AdvancePath Program;
- Read to students, listens to students read, and participates in other forms of oral communication with students;
- Alert the AdvancePath teacher to any problem or special information about an individual student;
- Serve as chief source of information and help to any substitute teacher assigned to AdvancePath in the absence of the AdvancePath teacher;
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers;
- Participate in in-service training program, as assigned;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Advanced knowledge of computer hardware;
- Advanced knowledge of computer software programs.

Ability to:

- Learn and utilize new and current technologies;
- Work with AdvancePath teachers in assisting and coordinating software programs with student lesson plans;
- Maintain computer lab and equipment in working order;
- Effectively and tactfully communicate in English using appropriate vocabulary, grammar and spelling;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Compute intermediate math calculations.

SPECIAL REQUIREMENTS

Some positions in this class may require individuals who can read, write and speak a secondary language.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, including or supplemented by course work in technology or related areas.

Experience: One (1) year clerical experience, preferably in a school setting, and possession of the knowledge and abilities listed above.

REQUIRED LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands:

Sitting for extended periods of time, computer entry for 90% of the day, some walking to other school offices for communication with staff, IT or drive or walk to Student Services to pick up or drop off student records. Bending, stooping to retrieve and/or file student records. (Daily)

Working Conditions: School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Bargaining Unit Position
Range 26

January 2015