Department Specialist – Software Application

Job Overview

The job of Department Specialist – Software Application was established for the purpose/s of managing the student information database systems; providing instruction and advice to system users; analyzing problems and issues related to local and state student information systems and related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to the Network Manager or the Applications Manager, depending on the department.

Job Functions

- Administers system security (e.g. authorization, access, read only, passwords, etc.) for the purpose of regulating access to the student information system and ensuring confidentiality of student records.

- Designs report options and/or database applications for the purpose of providing local and state personnel with information customized to their specific needs.

- Develops and prepares user materials for the purpose of providing instruction and reference.

- Identifies issues related to local and state student information systems and software applications for the purpose of resolving user problems.

- Inputs data into local and state student information systems (e.g. student record updates, assessment records, attendance, scheduling, grading, transcripts, etc.) for the purpose of ensuring accuracy of data.

- Instructs district and site staff on the use of local and state student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.

- Maintains all state required student information and reports from prior years for the purpose of ensuring availability of required items.

- Participates in meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.

- Responds to inquiries relating to computer hardware and/or software applications (e.g. (e.g. local and state student information, attendance software)) for the purpose of resolving problems and supporting site and District users.

- Responds to user requests for a variety of report options (e.g. assessment information, attendance, enrollment, training summaries, budgets, timelines, etc.) for the purpose of disseminating information to appropriate parties.

  Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Work is generally performed in a standard office environment and at school sites and other District facilities as needed.

The job is performed under minimal temperature variations and in a generally hazard free environment.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility.

Minimum education: Community College and/or Vocational School degree with study in job related area.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of current generation office and database software and reporting methods.

- Ability to prepare, analyze, and maintain accurate records.

- Ability to be attentive to detail; establish and maintain effective working relationships; communicate with persons with diverse technical knowledge and skills; maintain confidentiality; and work with frequent interruptions.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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