



Software Application Specialist II



Job Overview

The job of Software Application Specialist II was established for the purpose/s of managing the student information database systems, particularly the Student Information System (SIS) and application rostering; managing data in the district's SIS to create proper extract files to the various applications used in the district as well as maintaining the SIS and expanding its use based on district need; 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 is the second in the application specialist series. It performs more complex duties in ownership and management of the SIS system and data when compared to the Software Application Specialist I job.

This job reports to the Instructional Technology – Operations Curriculum Specialist.

Job Functions

- Manage SIS updates and communicate impact to affected users. Manage SIS data mining and field functionality.
- Manage annual online student enrollment and digital textbook applications.
- Creates plans for Year End Processing and the set-up of the next school year for the Student Information System.
- Compiles a variety of data and develops formal reports for internal and external requests.
- Utilizes help desk data to drive changes in applications for optimal efficiency.
- 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 district personnel the reporting that they require.
- Develops and prepares user materials for the purpose of providing instruction and reference.
- Identifies issues related to student information systems and software applications for the purpose of resolving advanced user problems.
- Instructs district and site staff on the use of student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.
- Participates in meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information to improve data workflow.
- Participates in application vetting with department leadership.

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

Travel

Minimal travel is required for this position.

Working Environment

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

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: Bachelor's degree in related field preferred but job experience can be substituted.

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

- Knowledge of Student Information Systems
- OneRoster Standards for education data
- Ability to work with various vendors to set up and maintain applications for use
- Ability to establish and maintain effective working relationships; communicate with persons with diverse technical knowledge and skills; maintain confidentiality

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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