

INFORMATION SERVICES SPECIALIST I (SCHOOLS)*

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves adapting software, developing programs and maintaining database applications to store a variety of student and staffing related records such as report cards, student schedules, emergency phone lists, staff attendance, purchasing, bus routes, etc. Similar work may be performed related to a variety of other data (e.g., financial records, business office records, etc.). The work is performed under the general supervision of a higher-level administrator with wide latitude for independent action and judgment. The incumbent is required to travel among the various school buildings within the district. Work direction (e.g., lead work) may be provided to lower level staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the data entry and backup procedures, file structures and syntax used by schools within the district in order to assess their needs and makes recommendations for changes;
Provides technical support for student information systems including parent and student portals, and various other student, financial or business office systems or databases;
Designs, creates and maintains spreadsheets and databases related to student assessment, professional development, district curricular data and/or financial or business office data;
Prepares training materials and provides training to appropriate staff;
Provides scheduling support for all grades on a yearly basis, including setting up classes and enrolling students;
Produces progress reports, report cards and various student related reports;
Adds new users and unlocks user accounts and/or changes passwords as requested;
Prepares new report formats or modifies existing formats;
Evaluates, tests, adapts and installs software;
Assists with digital software integration;
Checks computer maintenance schedule;
Stays informed of new district procedures and policies related to data services as well as innovations in software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good operational knowledge of student information systems, database technologies and data extraction; good knowledge of the principals and practices of systems analysis, organization and management analysis, forms and records management and methods; ability to train equipment users; ability to understand and interpret written materials; ability to adapt software and design the application of software to user's needs; ability to reason logically; ability to present ideas clearly and logically, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree or higher in Computer Science, Information Technology, Management Information Systems or comparable curriculum; or
2. Possession of an Associate's degree in Computer Science, Information Technology, Management Information Systems or comparable curriculum and (2) two years of work experience which involved hands-on application and development of computer programs as a major function of the work; or

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3. Graduation from high school or possession of an equivalency diploma and four (4) years of work experience which involved hands-on application and development of computer programs as a major function of the work.

*This is a retitling of Information Services Specialist (Staffing), formerly known as Information Services Specialist (Student & Staffing Records).