Coast Unified School District

Title: Information System Specialist

Salary Range: 23

Job Summary: Serves as system administrator for the district's student information systems (regular ed and special ed) and LEA administrator for state student information systems. Provides technical support for staff in all areas of technology including VOIP phone system. Supports infrastructure to support staff and student mobile devices. Supports numerous other district databases. Assists in the installation and troubleshooting of problems related to hardware, software and related components.

Qualifications:

Required:

1. Must be computer literate; have familiarity with computer and network operation and maintenance.

2. High school graduate or equivalent - supplemented by specialized training in computer systems operation, repair or a related field; or related work experience.

3. Valid California Driver's License

Desirable:

Bachelor's Degree in Computer Science or related field with substantial training in computer and network systems operation and maintenance

Essential Functions:

System administrator for district's student information system.

Implementation/ongoing manager for mobile device program at middle and high schools. Supports infrastructure needed to support mobile electronic devices, troubleshoots problems with school site staff and students.

Supports infrastructure for district VOIP phone system, troubleshoots related problems with users.

Supports district's Internet based phone system.

Supports district's website content and trains users.

Supports district's technology support ticket request system, assigning support tickets to appropriate technology personnel.

LEA administrator for state student information systems ensuring data accuracy and integrity.

System support for the district's special education database ensuring data accuracy and integrity between it and the district's student information system and state student information systems.

Supports other district databases including: Gmail, Active Directory, etc.

Supports district internal testing systems.

Provides technical support for staff on any of the district's systems listed above.

Communicates with staff and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.

Operates computer hardware, software, and related components and troubleshoots problems, and performs preventative maintenance.

Installs and tests software programs and upgrades.

Troubleshoots problems related to computer hardware, software and related components.

Troubleshoots problems related to basic principles of computer networks and operations.

Performs other duties as assigned.

Physical Requirements:

1. Understand speech at normal levels in person or on the telephone
2. Communicate so others will be able to clearly understand a normal conversation in person or on the telephone
3. Operate audiovisual equipment, computer, copy machine and other office and classroom equipment with dexterity
4. Occasionally lift/carry computer equipment and supplies up to 50 pounds.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the supervision of the superintendent or designee.

Approved: May 14, 2020