

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Data Specialist I
Reports To: Middle/High School Principal
Approved by: Board of Education
Approval Date: June 9, 2020

POSITION SUMMARY:

Responsible for analyzing, summarizing, auditing, certifying, and publishing student and staff information for the Rossville Consolidated School District to local, regional, state, and federal agencies; installs, monitors, maintains, and updates the district's Student Information System (SIS), Learning Management Systems (LMS) and associated programs and databases; performs statistical reporting activities required by the district; consults with and provides technical assistance to schools and central office administrators regarding student information analysis, activities and reports; provides SIS and LMS support to staff and administration; and other related duties.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus one year of progressively more responsible educational work experience with special emphasis in computer technology, SIS management, LMS management, and their applications. Can demonstrate knowledge of principles, concepts, and methods of applicable computer technology and its most effective and efficient utilization; excellent knowledge of, or ability to learn quickly instructional technology requirements; experience of standard computer operating systems and the software used in a network environment; knowledge of two or more computer and network operating systems, and proficiency at standard desktop and communications applications and protocols; and ability to communicate effectively, both orally and in writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Installs, monitors, maintains, updates, and supports the SIS, LMS, and associated programs and databases.
2. Assists end-users with student database queries and issues.
3. Plans, designs, and manages all aspects of new and ongoing requests for LMS projects and programs.
4. Provides technical assistance to school and district office personnel in the use of operational systems or data warehouse tools and statistical analysis to gather data for district reports.
5. Assists in the development of standards, policies, and procedures related to maintaining district data;
6. Provides training and technical assistance to staff regarding student information systems, learning management systems, and associated programs and databases.

7. Creates audits and summarizes student information for other departments to satisfy reporting requirements.
8. Data Specialists use databases, spreadsheets, and advanced statistical software for data management and analysis activities.
9. Provide a positive customer service oriented level of support for district technology users.
10. Data Specialists prepares written training documents, reports, analyses, and statistical documents for a variety of audiences for the district's SIS and LMS.
11. Data Specialists ensures the integrity and security of data.
12. Data Specialists assist the technology director and administration with the development and management of the budget supporting the SIS and LMS.
13. Participate in staff meetings, workshops, conferences, and classes.
14. Communicates regularly with the Director of Technology and district administration regarding reporting timelines and requirements.
15. Adheres to and enforces district, state, and federal policies, rules, and regulations including FERPA and HIPAA.
16. Provides technology phone support, handling inquiries, and making referrals to specialists when appropriate.
17. The Data Specialists shall perform other duties as assigned by the building principal or out of the necessity to fulfill the requirements of the position.

QUALIFICATION REQUIREMENTS:

An individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.