



Job Description for Information Systems Officer

Job Summary

To carry out the professional duties of a GES employee as circumstances may require and in accordance with the school's policies under the direction of the School Administrators via the ICT Director.

The role of the Information Systems Officer is to help the ICT Director identify, understand and address the needs of the academic information systems of the school. The Information Systems Officer has a commitment to organize academic information and demonstrates the knowledge, skills, and attributes necessary to improve how it is managed, used, integrated and presented. This involves working with the School Administrators, ICT Director, office staff, vendors and other stakeholders offering support, ideas, assistance and guidance to the planning, development, and implementation of academic systems at the school. The Information Systems Officer will spend the majority of his/her time planning, collaborating with staff and implementing academic systems. This may involve:

- Staying abreast of new developments in technology by accessing job-specific training, participating in online educational communities, reading current technical literature, reading system documents, and testing software.
- Providing support for the implementation and maintenance of academic systems (systems include: FACTS SIS / RenWeb, Blogs, Clever, Seesaw, G Suite, Apple School Manager, Turnitin, Grammarly, RAZ kids, Fast ForWord, Cialfo, Library Systems, ConnectEd, ThinkCentral and any other academic systems)
- Coordinating and managing change / update requests for academic systems
- Coordinating with external vendors for academic systems
- Where appropriate or when required, leading whole-school, departmental or small group training (new features, standards, etc.)
- Developing and delivering support staff training
- Developing standard operating procedures and best practices, including providing written protocols/instructions and guidance to IT staff and end-users (these are in the form of training videos, blog posts and knowledgebase articles regarding academic systems)
- Making data queries, policies, and procedures to ensure data integrity in all systems
- Attending technology conferences, summits, training, or meetings
- Accomplishing related tasks/results as needed.





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Specific Duties

Consistent with Global English School policies, the Information Systems Officer is responsible for:

- Establishing goals and expectations
 - Contribute to the decision making with regards to Information Systems and support outcomes when decisions are made
 - Ensure that goals and targets are understood clearly and are being implemented with consistency and direction
 - Maintain the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information systems.
 - Set clear goals and/or timeline with regards to Information Systems implementations
 - Design, implement and enforce the policies, procedures and best practices relating to Information Systems
 - Research and assess Information Systems solutions, Learning Management Systems, and other related systems and make recommendations
 - Maintain quality service by establishing and enforcing organization standards.
 - Verify results and data integrity by conducting system audits.
- Promoting and participating in learning and development
 - Promote and model best practice
 - Identify and/or provide appropriate training, through coaching and mentoring
 - Actively participate in their own continuous professional learning
 - Actively engaging in the school's appraisal procedures
- Ensuring an orderly and supportive environment
 - Participating in and supporting the school's positive behavior policy and the general ethos of respect for all
 - Developing a culture that promotes and favors collaborative and cooperative learning, God-centered but also culturally sensitive
 - Ensuring that the organization of data/information are optimum
 - Help identify and evaluate information system that will support better organization of data
 - Employing positive behavior strategies.
- Extra-curricular activities
 - Undertaking grounds duties as required
- Other project, duties, and responsibilities



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- Having a working knowledge of professional duties and legal liabilities
- Operating at all times within the stated policies and practices of the school
- Establishing effective working relationships with colleagues
- Setting a good example through presentation and personal and professional conduct
- Co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the school
- Contributing to the development of the school-wide technology plan relating to Academic Information Systems
- Contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school

While every effort has been made to explain the main duties and responsibilities of the position, each individual task undertaken may not be identified. The employee will be expected to comply with any reasonable request from the School Administrators via the ICT Director to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the School Administrators, and IT Director, to be reviewed yearly.

Key Relationships

The Information Systems Officer reports to the School Administrators via the ICT Director.

In addition, the Information Systems Officer should develop and maintain effective working relationships with:

- Academic Staff
- Administration Staff
- Grade Level Heads
- School Administration / Leadership Team
- External providers/vendors of information Systems and related services
- Information Systems teams/personnel of other schools



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Personal Specification

SKILLS, QUALIFICATION, AND TRAINING

- A degree or higher in IT or related fields
- 5+ years of experience in related IT work with database, communication, analytical and managerial skills
- Experience with or knowledge of School Management Systems (FACTS SIS / RenWeb, PowerSchool, Veracross, etc), LMS (Class Dojo, Seesaw, etc), G Suite Admin, Apple School Manager and other academic systems
- Proficient in spreadsheets (pivot, vlookup, query, functions, awesometable and more)
- Excellent English communication skills both written and verbal
- Evidence of continued relevant professional development
- Organized and detail-oriented by nature

PERSON QUALITIES

- Excellent collaboration and teamwork skills that result in effective team-planning and team-building
- Attention to detail
- Inclusive
- Flexible and adaptable
- Resilient
- Sense of humor
- High standards and expectations
- Motivated

CORE COMPETENCIES

We are looking for someone who can:

- Establish and maintain good relationships with colleagues, students, and parents
- Communicate effectively in English, orally and in writing
- Deal effectively and non-confrontationally with stakeholders
- Positively influence others
- Listen actively
- Motivate and engage with colleagues