

SCHOOL DISTRICT OF DESOTO
DATA INTEGRATION SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's degree from an accredited educational institution.
- (2) Two (2) years experience with relational database administration.
- (3) Two (2) years experience in data transferring and data warehouse functions.
- (4) Additional years of experience may be substituted for degree.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative and instructional information systems. Above average knowledge in utilizing applications for transferring protocols. Ability to work with a variety of data analyzing tools. Ability to plan and develop a process to utilize current systems for additional features. Ability to facilitate the transfer of data between the student information system, DOE and other instructional systems. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Provide day-to-day support for data related issues. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to handle a wide range of responsibilities. Ability to work cooperatively with others. Ability to demonstrate strong interpersonal skills when working with end users.

REPORT TO:

Director of Information and Technology

JOB GOAL

To assist with the transfer of data between the school district applications, Department of Education, administration, local schools and instructional staff and ensure the integrity of the data.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Setup and maintain the transfer of data between the Student Information System, state systems and instructional systems.
- * (2) Work with vendors to setup APIs.
- * (3) Generate data and/or reports as requested by other individuals/departments.
- * (4) Setup and support K12 Grading Process for report cards/progress reports.
- * (5) Implement and manage student/staff instructional accounts.
- * (6) Serve as IT District Admin for FLDOE Single Sign On.
- * (7) Provide HelpDesk support for end users.

Employee Qualities/Responsibilities

- * (8) Meet and deal effectively with general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (9) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (10) Ensure adherence to good safety standards.
- * (11) Maintain confidentiality regarding school/workplace matters.

DATA INTEGRATION SPECIALIST (Continued)

- * (12) Model and maintain high ethical standards.
- * (13) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (15) Serve as resource for all District staff in the areas of state Single Sign-on.
- * (16) Provide support to end users of all systems.
- * (17) Respond to inquiries and concerns in a timely manner.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Serve on school/district committees as appropriate.
- * (20) Use effective, positive interpersonal communication skills

System Support

- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (23) Demonstrate support for the school district and its goals and priorities.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (26) Maintain confidentiality in dealing with student and staff records.
- * (27) Participate in cross-training activities as required.
- * (28) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E10**.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.