

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: INFORMATION TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide ongoing support for District staff in the use of computer information systems; develop training programs and associate learning material in the use of application software; organize and coordinate user training; develop user documentation; and to provide technical assistance to users.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide ongoing support for District staff in the use of computer information systems; develop training programs and associate learning material in the use of application software; organize and coordinate user training; develop user documentation; and to provide technical assistance to users.

Develop training programs to support users of the student information system, Microsoft Productivity Suite and any other district applications; organize and schedule training workshops; select, organize and prepare workshop training materials; develop and maintain visual aids and end-user handouts.

Monitor and evaluate data in the District's data information systems; analyze data and develop guidelines for school sites to ensure data integrity; consult with school sites and other divisions to solve sophisticated data problems; train staff on the use of reporting tools.

Create, schedule, and document custom extracts and ad hoc reports; run routine reports and provide student data; review existing reports for relevancy and usage and replace reports no longer being used.

Customize, maintain, manage, and analyze all state and federal applications; identify and catalog data sources, develop systems to track student achievement and error detection by managing and implementing standards, procedures and revision lists, security and documentation.

Communicate with other departments in the use of District or other proprietary applications and databases; work collaboratively with department staff to support and maintain the student information system (SIS), state and federal data reporting systems, and business applications.

Create and implement business processes for the District's data information systems; provide expertise and technical direction to District staff.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of Information Technology and Networking.
Methods and procedures of operating computer and peripheral equipment.
Correct English usage, grammar, spelling, punctuation and diction.
Office Automation Software Suites.
Record retrieval and storage systems for automated office environments.
Scheduling requirements for special projects and production runs.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Technical aspects of field of specialty.

ABILITY TO:

Perform secretarial duties in support of departmental activities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Communicate IT and network procedures and requirements to users.
Maintain records, prepare reports and assist in the compilation of data for statistical abstraction.
Meet schedules and time lines with multiple simultaneous project calendars.
Keyboard / Office automation skills at an acceptable rate of speed.
Work independently with little direction.
Serve as a trainer for assigned IT systems.
Respond to assistance requests.
Compose correspondence and various written materials independently.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college level coursework in business, computer information systems, computer science or related field is desired.

Experience: Three years of related technical experience in an environment with functions similar to those outline above, such as experience working with student information systems and state and federal reports.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person, via telephone or video conference.

Seeing to view a computer monitor and read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching

Lifting of moderate weights (up to 50 pounds).

HAZARDS:

Extended viewing of a computer monitor.