

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Information Systems Specialist**

Reports To: **Information Systems Manager &
Director of Information Technology**

Pay Schedule/Range: **\$22.00/hour**

FLSA Status: **Non Exempt**

Prepared/Revised Date: **June 2023**

Work Year: **259-261 Days**

PRIMARY FUNCTIONS: The Information System Specialist would provide support to the Information Systems Manager and the district staff for student and staff programs across the district such as Powerschool, state reporting, state testing, local benchmarking testing such as NWEA, DESSA, and other student-centric programs. This position would also assist in integrating existing (or new) systems so they talk to each other with minimal human intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary.*

Job Tasks Descriptions
1. Serves as secondary support for district information systems.
2. Assists with data cleanup data exporting (IWAS/ISBE) state requirements.
3. Assists data export / import into new systems as they are acquired.
4. Manages bulk student account creation and maintenance across systems.
5. Assists with staff account creation and maintenance across systems
6. Assists with scheduling from year to year within the information system.
7. Assists with the registration of existing and new students to the district. .
8. Assists with the day-to-day and end-of-year rollover in information systems.
9. Creates and maintains PDF/Knowledge Base tutorials on systems usage for staff and parents.
10. Assists with SOPPA compliance for new systems .
11. Performs training seminars with staff on software products (after school or institutes).
12. Works with tech team evaluating projects.
13. Providing building technical support as needed for absences/special events coverage.
14. Other duties as assigned.

EDUCATION:

- High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Pre-employment medical examination required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrates solid knowledge of Excel and CSV file editing
- Demonstrates knowledge of databases (primary keys, foreign keys and basic SQL)
- The ability to produce easy to follow documentation for staff
- Strong written and verbal communication skills
- Understanding of traditional grading, standards, and scheduling
- Preferred: 1 Year + tech support in a school district
- Some travel expectations to support district staff
- Ability to learn quickly and adapt in an ever-changing environment
- Willingness to learn scripting language to automate processes

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Information Systems Manager and Director of Information Technology	
Direct Reports:	POSITION TITLE	# of Employees
	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.