TITLE: **DATA SUPPORT STAFF**

QUALIFICATIONS: Experience and Expertise in Management of data, Technical Support of Staff, & Networking and Computer systems including Windows OS and/or Macintosh OS.

REPORTS TO: Chief School Business Official

JOB GOAL: Meet the needs of students and staff of Coal City Community Unit #1 by providing the best possible computer and network services and provide technical support for day to day staff technical support items.

DATA SUPPORT STAFF PERFORMANCE RESPONSIBILITIES:

To perform all duties in a professional, accurate and timely manner.

1. Respond to immediate technical support issues related to data systems such as student management systems, online testing, etc.
2. Create and manage users and groups in SMS, Voicemail and Google environments.
3. Management of data including but not limited to: export/import of data between systems; washing of data; input of data; etc.
4. Create databases/spreadsheets to store and retrieve data.
5. Assist with the installation and configuration of software.
6. Assist with day-to-day tech support issues such as password resets, etc.
7. Assist with technology training of secretarial, administrative and certified staff.
8. Document procedures and technical support activities/tickets.
9. Assist Chief School Business Official with data entry and management of student information systems including PowerSchool and iWAS.
10. Assist Director of Curriculum, Instruction, Assessment with duties related to data pulls/entry into Schoolnet, Online testing, AimsWeb, etc.
11. Other duties as assigned by Chief School Business Official.

TERMS OF EMPLOYMENT: 7.5 hours per day, 220 day contract with terms and conditions to be determined annually by the Board of Education upon recommendation of the Superintendent. Other benefits and work conditions are as per established Board of Education policies.

EVALUATION: Evaluation will be in March by Chief School Business Official