



## WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: District Software Assistant**

**Qualifications:**

1. Experience with student information systems and other district administrative software applications, including back-end management of user accounts and roles.
2. Experience with mobile device management (MDM) platforms, preferably in an Apple environment (Mac and iOS).
3. Experience managing and working with database systems.
4. Ability to implement, maintain, and troubleshoot software in a networked environment.
5. Experience managing data integrations and synchronizations between multiple software systems.
6. Ability to develop and implement database reports and custom computer scripts.
7. Ability to implement security measures to safeguard computer databases and systems.
8. Ability to convey technical information clearly to staff and end users of varying technical skill levels.
9. Strong organizational skills with the ability to manage and prioritize multiple work assignments.
10. Ability to communicate effectively with all levels of individuals within the district.
11. Experience in a K-12 education technology environment preferred.

**Reports to:**

1. Director of Information and Technology Integration

**Job Goal:** To assist in the maintenance and operation of the district's student information system and other district software applications, including human resources and budgeting software. To assist in the management of user accounts, roles, and permissions across district systems. To manage the district's mobile device management (MDM) platform for Apple Mac and iOS devices. To ensure accurate data synchronization between systems and to support staff with software access and application related issues.

**Performance Responsibilities:**

1. Management of Student Information System data and interfaces.
2. Management of other district software applications on the back end, including human resources, budgeting software, district website and district mass communications.
3. Management of systems connecting to the Student Information System, including Lunch, IEP, Transportation, and other district software applications.
4. Administration of the district's Mobile Device Management (MDM) software governing the Apple environment, including Mac and iOS devices.
5. Management of all data synchronizations between district systems to ensure accurate and timely data transitions; troubleshoot and resolve sync issues as they arise.
6. Development and generation of database reports.
7. Maintain existing databases and database management systems for correctness.



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8. Test programs and databases, correct errors, and make necessary modifications.
9. Assist in the planning, coordination, and implementation of security measures to safeguard information in computer databases.
10. Troubleshoot and correct database usability issues.
11. Assist in the installation and testing of software in a network environment.
12. Develop and implement custom computer scripts to perform specialized tasks.
13. Assist staff with user account issues, permissions/roles, and software application access problems.
14. Assist with student data needs as required.
15. Provide on-site support to administration and professional staff in the use of technology-related software.
16. Assist the Director of Information and Technology Integration in the implementation of in-service training aimed at increasing the skills of administrators, teachers, and support personnel in relation to administrative data processing.
17. Perform additional duties as assigned to support organizational goals and objectives.

### **Terms of Employment:**

12-month position; Salary-Non-Represented

### **Evaluation:**

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certificated, non-represented personnel.

**Approved: April 28, 2026**