



Technology Systems Innovator

Purpose Statement

The Technology Systems Innovator administers the district's student information systems, data warehouse, and assessment systems. This role involves coordinating with district leaders on state reports and accreditation, providing technical support, and ensuring data integrity and security.

Supervisory Relationship

Reports to: Technology Director

Essential Functions

- **Administer Assessment Systems:** Manage district assessment systems and the learning management system, including updates, data extraction, staff security access, and vendor liaison.
- **Data Warehouse Management:** Administer the district data warehouse by supporting updates, extracting, translating, and loading student information, managing train-the-trainer strategies, creating SQL queries, and custom web pages. Serve as the main contact for vendor technical support and utilize productivity software to manipulate data, create reports, and share information.
- **Student Information System Administration:** Support updates, create custom reports and pages, manage train-the-trainer strategies, and serve as the main contact for vendor technical support.
- **State Reporting:** Assist departments and personnel in extracting, translating, validating, and submitting state reports to meet submission deadlines. Coordinate state reporting of student information.
- **Collaboration:** Collaborate with internal and external personnel, including staff, schools/departments, vendors, and colleagues in other organizations, to resolve K-12 data solutions and ensure data integrity between student information systems.
- **Data Analysis Training:** Instruct staff on data analysis and its application in decision-making.
- **Data Security:** Maintain appropriate focus on safety and security for data, property, and people by adhering to and enforcing established security protocols to protect the district's information systems and privileged data.
- **Project Monitoring:** Ensure projects and upgrades are tested thoroughly and deployed efficiently, considering total cost of ownership and interoperability.
- **Recommendations:** Suggest data management procedures, projects, and goals to the Technology Director.
- **Research and Development:** Research current and forecasted backend system technologies by reading, attending seminars, conferences, workshops, and college classes. Synthesize information to make recommendations for improvement and plan for future growth and expansion of the data infrastructure.
- **Respond to Inquiries:** Provide courteous, timely, and effective resolutions to inquiries related to district information systems.
- **Utilize Productivity Software:** Manipulate data, create reports, and share information using productivity software.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and use relevant software applications
- Prepare and maintain accurate records
- Plan and manage projects
- Strong writing and instructional design skills
- Transport technology equipment as needed

Knowledge

- Installation and maintenance of computer systems (hardware and software)
- Multimedia and digital video presentation creation
- Policies and regulations related to software use (including copyright laws)
- Educational and classroom management software

Abilities

- Schedule and manage multiple activities, meetings, and events
- Gather, collate, and classify data
- Adapt to changing work priorities
- Communicate effectively with diverse groups
- Meet deadlines and work as part of a team

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others
Operate within a defined budget. Utilize resources from other work units as needed

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, requires 30% sitting, 50% walking, and 20% standing. Work performed in a generally clean and healthy environment

Experience

Job-related experience within a specialized field required

Three years of experience in K-12 education and managing information systems

Education

Bachelor's degree in technology, information systems, education, or related area preferred

Master's degree preferred

Certificates and Licenses

Valid Driver's License and Evidence of Insurability

Continuing Education/Training

Maintain required certificates and licenses

Meet continuing education requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PL

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.