



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

### **Data Systems Specialist**

#### **Primary Function**

The Technology Systems Specialist is responsible for the management and support of District 69's data systems and related components.

#### **Organizational Relationships**

Reports to the Director of Technology.

#### **Qualifications**

- High school diploma, supplemented by technical training or practical experience.
- Ability to read and understand technical materials.
- Experienced at troubleshooting issues with hardware and software.
- Experience with SQL, student information systems, learning management systems, assessment management systems and data visualization tools.
- Understanding of spreadsheets, databases, word processing and other computer applications.
- Willingness and ability to learn new technologies as they are adopted by the District
- Skills to communicate and demonstrate use of hardware and software applications to staff and students
- Personable, flexible, and enjoys working with children, teachers, and other district personnel
- Ability to work as a member of a team, both giving or receiving directions, and sharing knowledge with staff members
- Proficient skill in English composition, grammar and spelling.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and coworker relationships.
- Ability to physically move about the district.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to handle staff and student information with confidentiality.

#### **Performance Responsibilities**

1. Provide support with the student information system to staff and administrators including help with attendance taking, grading, reporting and scheduling.
2. Work with the district receptionist to assist district families using the Parent Portal to update information, view student records and pay fees.
3. Assist the Director of Technology with the upload of student data into IWAS
4. Create and maintain staff and student data uploads to data systems
5. Support staff with the use of the district learning management and assessment management systems
6. Work with other district departments to gather requirements and create custom data visualizations
7. Oversee the creation of student accounts and troubleshoot issues when reported by staff.
8. Report all student related issues to the administration as soon as possible.
9. Requisition supplies under the direction of the administration.
10. Develop training materials for and provide training on district data systems.

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11. Assist in the maintenance of the district website.
12. Perform other related duties as assigned by the Director of Technology

**Terms of Employment**

12-Month Position (260 work days). Salary and work year established by the Board of Education and PSRP Agreement.

**Evaluation**

Performance will be evaluated in accordance with the PSRP Agreement.