

**Roswell Independent School District  
Job Description**

**Job Title: INFORMATION SYSTEMS SPECIALIST**

**Reports To: DIRECTOR OF TECHNOLOGY**

**General Job Description:**

Under general direction of Director of Technology, provide instruction and assistance to end-users, including but not limited to technical training on PowerSchool, Power Teacher, Parent Portal and School Messenger student information software. Install/research and make recommendations on purchase of new technologies.

**Essential Duties and Responsibilities:**

1. Develop and conduct classes and in-service training as needed for RISD employees and/or students on new technologies, software or report programs in use by the District or the State Department of Education.
2. Provide assistance and act as a resource person to District staff including but not limited to assistance with report management information software, PowerSchool software and reports, PowerTeacher software and reports, Parent Portal software and reports, School Messenger software and reports, word processing software and spreadsheet software.
3. Develop queries and generate reports as requested or required.
4. Install hardware and software updates related to student data.
5. Provide assistance with reports, assist school personnel with verification of information, assist with identification and resolution of discrepancies, backup data and use queries to retrieve data and provide other individual assistance to users on problems identified in report periods.
6. Provide student data to the State Public Education Department including, but not limited to, extracting student data, preparing the data for submission, submitting the data to the PED, reporting results to the Superintendent and Executive staff for confirmation of accuracy and the District's funding by the State and Federal governments. Submit other pertinent information to PED per request.
7. Create and assist with presentations using presentation software including, creating software user manuals and shortcut sheets.
8. Troubleshoot problems with memory and/or software, software updates, patches, WAN and Internet servers under the director of the Network Specialists.
9. Research emerging technologies assist with building and district level technology plans.
10. Recommend and assist with purchase of equipment and software.
11. May be required to serve on district technology committees.
12. May be required to assist with development and preparation of grants and other required reports.
13. Assist with questions regarding operating systems and common workplace software applications.
14. Knowledge of computer systems, including data bases, network software and systems and educational programs.
15. Knowledge of School Automation practices, scheduling and accounting, daily operations of schools, test and measurement practices, and State, Federal and local reporting requirements.
16. Knowledge of Windows and Macintosh operating system environments, knowledge of LAN and WAN functions.
17. Personal and professional task management through the use of technology.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 7 hours per day.
21. Work independently with very little supervision.
22. May be required to perform other related duties/functions as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. Bachelor's Degree in Computer Science or related field.
2. Four years' experience in a Computer Lab setting or in an Educational environment.
3. Valid Drivers' license and Car Insurance.

**INFORMATION SYSTEMS SPECIALIST (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits as needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**