

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SYSTEM SUPPORT SPECIALIST II

QUALIFICATIONS:

- (1) Bachelor's Degree with major concentration in writing; or,
- (2) Bachelor's Degree in any field with experience in documentation and TERMS.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge needed to operate the computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Possess good interpersonal and communication skills. Knowledge of student database system. Knowledge of internet system.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership in the development and implementation of orientation, training and reporting requirements in order to increase and maintain effectiveness in the District Management Information Services (MIS) Department.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

SYSTEM SUPPORT SPECIALIST II (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Develop and maintain end-users manuals for the student, Human Resources and Finance databases.
- * (2) Remain up-to-date on Department of Education (DOE) reporting requirements for the student, staff and finance data.
- * (3) Provide new user orientation and training for the District's Integrated Student Software.
- * (4) Provide on-going inservice to users as needed.
- * (5) Provide documentation for all systems operations.
- * (6) Assist in the normal day-to-day operations of the data center.
- * (7) Prepare all required reports and maintain all appropriate records.

Employee Qualities / Responsibilities

- * (8) Maintain confidentiality regarding all matters related to assignment
- * (9) Participate in workshops and training sessions as required.
- * (10) Maintain work area in a safe and secure manner.
- * (11) Provide for positive communication among staff.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance and proper dress rules as required.

System Support

- * (14) Ensure that School Board policies and governmental regulations are being consistently applied to assigned area.
- * (15) Serve as a liaison between schools and DOE on matters related to assigned area.
- * (16) Assist in the development of policies as required.
- (17) Perform other duties as assigned.

*Essential Performance Responsibilities