

TEMPLE CITY UNIFIED SCHOOL DISTRICT

INFORMATION SPECIALIST

SUMMARY:

The Information Specialist updates and maintains the District's data systems including the student information system (Aeries), enters data to complete state reporting for CALPADS, OPUS, PAIF, R30, and others. The incumbent in this position also completes data required for Pre-IDs for State CST testing, CELDT, and CAHSEE. This position also assists the technology department with minor hardware and software issues.

DEGREE OF SUPERVISION:

The Information Specialist works under the general direction of the Director of Technology. Evaluations will be performed on a timeline in accordance with the collective bargaining agreement by the Assistant Superintendent of Instructional Services.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted as secondary with an S)

1. Update, maintains and oversees the District Student Information Systems (Aeries and DataDirector) and provides assistance to the technology department:
 - A. Inputs new data; corrects errors;
 - B. Ensures proper implementation of Aeries ABI (attendance reporting);
 - C. Completes annual rollover of student/District data;
 - D. Facilitates trainings in Aeries, ABI and DataDirector;
 - E. Performs backup of data on the network;
 - F. Analyze technology related situations accurately and adopt an appropriate course of action.
 - G. Able to trouble-shot network printer problems, installation, etc.
2. Collect, input, maintain and submit data for State reporting using specialized database applications/servers:
 - A. Assist sites with uploading rosters to web-based programs (i.e. RtI programs)
 - B. Complete data for all Pre-IDs needed for state testing;
 - C. Complete data and submit State reports for CALPADS, OPUS, PAIF, R30-LC, SNOR, and others as required.
 - D. Ability to generate reports, and query data.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working Knowledge of:
 - A. MAC OS X and PC Windows environment, software and hardware applications including but not limited to Word, Excel, and Power Point & Browser use/Outlook Skills;
 - B. Methods, practices, terminology and procedures used in computer operations;
 - C. Student Information systems such as Aeries.
 - D. Network printers, installation.
2. Skills
 - A. Operate a variety of equipment including desktop computers, laptop computers,

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<p>printers, handheld units;</p> <p>B. Set priorities which accurately reflect the relative importance of the tasks to be completed;</p> <p>C. Work independently and follow through on assignments with minimal direction;</p> <p>D. Work as part of a team and collaborate with others.</p> <p>3. Abilities</p> <p>A. Recognize and diagnose errors and problems;</p> <p>B. Read and interpret technical documents such as operational instructions and technical procedures;</p> <p>C. Provide training to individuals or small groups;</p> <p>D. Communicate effectively both orally and in writing;</p> <p>4. Other duties as assigned.</p>
<p>QUALIFICATIONS:</p> <p>1. Education and Experience</p> <p>A. Any combination of training and experience which would indicate possession of the knowledge, skills and abilities required by the position.</p> <p>2. Other requirements</p> <p>A. Possession of a valid California Motor Vehicle Operator's License.</p>
<p>PHYSICAL DEMANDS:</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to use fingers repetitively, use wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental and muscular coordination, hear and understand speech at normal levels; have the ability to distinguish color and shades; sit at a desk for extended periods of time; stand and/or walk for extended periods of time.</p> <p>The incumbent is occasionally required to lift and/or carry objects up to twenty-five (25) pounds, bend, twist, stoop, or kneel, and reach in all directions.</p>
<p>WORK ENVIRONMENT:</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee regularly works in a small office environment without windows and with moderate levels of ambient noise.</p>
<p>SALARY RANGE: 32</p>