

Grass Valley School District

POSITION TITLE:	COMPUTER SYSTEMS DATA SPECIALIST
PLACEMENT:	CLASSIFIED SALARY SCHEDULE RANGE A: 12 MONTH EMPLOYEE
REPORTS TO:	COORDINATOR OF TECHNOLOGY AND INFORMATION SYSTEMS

SUMMARY:

Under the direction of the Coordinator of Technology and Information Systems, this position is responsible for assisting in the overall support, maintenance and monitoring of the District's information and data in the technology systems. These duties include responding to support requests, computer and software troubleshooting and maintaining inventories. The position requires research and evaluates the utility of LANS/WAN and/or microcomputer software and wireless applications; assists in establishing equipment and material requirements; performs the installation, initial testing, data communications, and problem analysis of LANS/WAN and/or microcomputer applications; designs and produces reports; monitors operation of network systems to maintain efficiency; recommends and, after approval, implements enhancements, improvements, or changes as required; provide assistance, direction to school site technicians. The Network and Computer Systems Specialist will demonstrate the ability to work as a team player that assists in all aspects of the educational and informational technology department.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Organize information, services and support, to assure data systems function smoothly and efficiently.
- Scan, enter and process a variety of information into database systems (ex: PowerSchool, CALPADS, SchoolNet, State or Federal Testing Programs).
- Thorough knowledge of computer hardware maintenance procedures.
- Thorough knowledge of Mac OS and iOS operating systems as well as PC knowledge.
- Assist in coding documents, verifying records for accuracy, proof and correct data and records.
- Maintain support for district assessment and related educational software applications.
- Plan and coordinate timelines, procedures and services to assure successful completion of assignments.
- Communicate with staff and students regarding assessments.
- Assist district wide Help Desk system, requests and procedures.
- Knowledge and ability to create and maintain district and school site websites.
- Extract and compile reports and forms, and verify contents for accuracy and completeness.
- Familiar with maintaining all back-up and disaster recovery procedures and plans.
- Assist school personnel at all sites with software, and data problems.
- Provide professional development to site personnel as needed.
- Ability to work independently.
- Good, clear verbal communication skills.
- Good problem solving skills and organizational skills
- Performs other duties as assigned by the supervisor

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Ability to type 40 wpm
- One (1) year of data entry experience is preferred.
- Previous successful experience in an educational environment preferred.

KNOWLEDGE AND/OR SKILLS AND ABILITIES

- Elementary Education program formats.
- Modern office methods, procedures, terms and equipment, including computers and application software.
- Data entry and auxiliary equipment.
- Internet Information Services installation and configuration.
- Knowledge of Internet Filtering and applicable laws.
- Trends, innovations, and practices in both microcomputer and networking technology, including hardware, software,

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and peripherals.

- Methods, terminology and procedures used in statistical record keeping.
- Oral and written communication skills.
- Basic mathematics and simple record keeping techniques.
- Applicable laws, codes, regulations, District policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- TB Test (Current within last 4 years)

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods, inside and outside, both day and night.
- Perceive the nature of sound, near and far vision, depth perception, provide oral information, manual dexterity to operate business related equipment, handle and work with various materials and objects.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, use a computer, use a telephone, and work without guidance from a supervisor.
- Drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

- Primarily a classroom or an office setting in a public school environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date