Madera Unified School District
Classified Job Description

Information Technology Specialist - Network

Purpose Statement

The job of Information Technology Specialist - Network was established for the purpose/s of supporting the educational process with specific responsibilities for managing the Student Information System and Business System Software; establishing and maintaining polices, procedures and standards relating to the programs; providing instruction and advice to system users; analyzing problems related to the systems; and producing a wide variety of statistical reports.

This job reports to Director of Information Technology and Support Services

Essential Functions

- Collaborates with a variety of internal and external parties (e.g. Digitronics, departments, school site coordinators, Student Services, etc.) for the purpose of providing and/or receiving information.

- Compiles data from a wide variety of sources (e.g. attendance, enrollment counts, student information, etc.) for the purpose of preparing reports.

- Facilitates training for selected personnel for the purpose of ensuring their ability to use new and/or existing systems and application software.

- Installs new equipment (e.g. application software, operating software, upgrades, etc.) for the purpose of upgrading and maintaining District technology capabilities.

- Maintains a variety of confidential and non confidential electronic files and records (e.g. Statewide Student Identifiers, backup tapes, student attendance, etc.) for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

- Prepares a variety of materials (e.g. attendance reports, e-mails, functional requirements, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Prepares a variety of materials and/or documents (e.g. end user reports, calendars, web site templates, etc.) for the purpose of communicating information.

- Processes attendance scantrons for the purpose of providing up to date information.

1

- Responds to Help Desk inquiries and/or other requests (e.g. staff, administrators, school site personnel, etc.) for the purpose of providing technical assistance, advice and support.

- Runs queries against a variety of data (e.g. student data, NCLB data, personnel data, etc.) for the purpose of providing requested information and/or evaluating the accuracy of the data.

- Troubleshoots malfunctions of network and/or software applications (e.g. email accounts, District office PBX, server, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: enterprise computer applications; PC applications; school operations; work process analysis techniques; and database management systems, concepts, and usage.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities, meeting deadlines and schedules; working with detailed information/data; and applying logical processes and analytical skills.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined

budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience   One and a half years of experience in the overseeing of systems and programming activities or network administration for computers.

Education   High School diploma or equivalent

Equivalency   Six units in systems of programming or network administration for computers or related field at an accredited college or university can be substitued for six months of experience or completion of a certification in computer science from an Adult school.

Required Testing	Certificates
Pre-employment Proficiency Test	None Specified
Pre-employment Physical exam	

Continuing Educ./Training	Clearances
None Specified	Criminal Justice
	Fingerprint/Background Clearance
	TB Clearance
	Physical Demands(A)

FLSA Status	Approval Date	Salary Range
Non Exempt	10/12/11	