



Greenwood School District 50
Position Description

POSITION TITLE: Data Support Specialist

Department: Human Resources
Reports To: Director of Computing Services
Revision: 2/07/2012

SUMMARY: Manages and maintains the support group for technical services within the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervises and directs all computer technicians.
- Provides support for the accounting software utilized in each school/location.
- Provides support for food service software.
- Serves as backup for the Data Systems Specialist.
- Assists with the implementation of instructional technology for the District.
- Serves as support in the absence of the Network Systems Specialist.
- Assists computer technicians when necessary.
- Responsible for inventory of technology classroom components.
- Performs other such duties as directed by the Director of Computing Services.

SUPERVISORY RESPONSIBILITIES:

Supervises all computer technicians.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates degree preferred. Working knowledge of the technical aspects of personal computers, peripherals, networks, and connectivity devices, including installation and implementation.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to present effectively information to staff, teachers, administrators, public groups/community, and Board of Trustees.

MATHEMATICAL SKILLS:

Ability to work with statistical models related to academic assessment and accountability.

REASONING ABILITY:

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Trustees policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms and bend and twist at the neck and trunk more than the average person. The employee must occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

WORK ENVIRONMENT: 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.

The noise level in the work environment may be quiet or noisy. The employee usually works inside and may be required to work over 6 feet off the ground, in confined spaces and/or cramped body positions. The employee must frequently work irregular or extended work hours and must meet deadlines with severe time constraints. The employee is continuously interacting with the public and staff.