

Wachusett Regional School District

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Information Systems Applications Specialist

QUALIFICATIONS:

The Information Systems Applications Specialist shall possess at least two (2) years of experience in an information systems position or other related field with a Bachelors degree in Computer Science or appropriate work experience. The Information Systems Applications Specialist shall possess other qualities of academic, professional and personal experience that the District may specify.

REPORTS TO:

Supervisor of Information Systems

PERFORMANCE EVALUATION:

The Information Systems Applications Specialist shall be evaluated annually in narrative form based on the goals and objectives established by the Information Systems Applications Specialist and the Supervisor of Information Systems.

REPRESENTATION STATUS:

Unrepresented Staff

JOB RESPONSIBILITIES:

The Information Systems Applications Specialist is responsible for providing the operational assistance required to maintain a flexible administrative computer system. As a member of the District staff, he/she shall provide leadership for the School District, represent the District as appropriate at official school and community functions, inform the Supervisor of Information Systems of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports as requested. The Information Systems Applications Specialist, in conjunction with the Supervisor of Information Systems, shall develop annual job goals that will become part of the criteria used to evaluate the Information Systems Applications Specialist.

In carrying out these responsibilities, the Information Systems Assistant shall:

1. Document problems and communicate with the Supervisor of Information Systems concerning problems and any recommended solutions;
2. Assist users of the computer system(s) to include training and support of users, as well as create and maintain user accounts;
3. Maintain proper and adequate documentation and procedures;
4. Assist in the coordination and implementation of new equipment and programs for administrative improvement;
5. Assist in system and software installation, updates, support, troubleshooting and reporting;
6. Maintain an up-to-date inventory of the Information Systems supplies and equipment;
7. Maintain software, workstation software, and data integrity, including student data software, special education software, financial/personnel software, and other school or district-based software;
8. Insure that local and remote backup processes are functioning and that Additions, changes and deletions to these backup processes are modified on a regular basis;
9. Assist in the tracking of end-user problems in general. Correct problems or ensure that they are reported to the appropriate staff for repair;
10. Remain abreast of developments and innovations in the field and be able to share such developments and innovations with the staff of the District; and
11. Conduct other administrative staff duties and responsibilities as directed by the Supervisor of Information Systems, including attending meetings as requested or required by the Supervisor; and any other administrative staff function required by the Supervisor of Information Systems.

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 05/02/06