

## **Systems Innovator**

### **Purpose Statement**

The job of Systems Innovator is done for the purpose/s of administering the district student information systems, including external application service providers; administering the district data warehouse; administering district assessment systems; and coordinating with district leaders on state reports and accreditation.

This job reports to Technology Director

### **Essential Functions**

- Administers district assessment systems and district learning management system (e.g. supports updates to district environment; extracts school/staff/course/student data to create roster files, sets up initial staff security access and privileges, etc.) for the purpose of providing technical support to district staff and serving as the main district contact with vendor technical support.
- Administers the district data warehouse (e.g. supports updates to district environment, extracts/translates/loads student information, manages the train-the-trainer strategies, creates SQL queries, creates custom web pages, serves as district contact, etc.) for the purpose of providing technical support to district staff and utilizing productivity software to manipulate data, create reports and share information.
- Administers the district student information system (e.g. supports updates to the student information environment, creates custom pages and reports, manages train-the-trainer strategies, create SQL queries, etc.) for the purpose of providing technical support to district staff and serving as the main district contact with vendor technical support.
- Assists departments and personnel in extracting, translating, validating, and submitting state reports for the purpose of coordinating state reporting of student information to meet submission deadlines.
- Collaborates with internal and external personnel (e.g. staff, schools/departments, vendors, colleagues in other organizations, technicians, etc.) for the purpose of resolving K-12 data solutions while ensuring data integrity between student information systems.
- Instructs district and site staff on the use of data in analysis (e.g. using data analysis in decision making, etc.) for the purpose of providing end-user training regarding the effective and efficient use of database tools and resources.
- Maintains appropriate focus on safety and security for data, property and people for the purpose of adhering to and enforcing established security protocols to protect the district's information systems and privileged data.
- Monitors assigned projects and/or program components for the purpose of ensuring that projects and upgrades are tested thoroughly and piloted before deploying and are as efficient as possible with the total cost of ownership and interoperability.
- Recommends data management procedures, projects, and goals to the Technology Director for the purpose of addressing department goals, objectives and improvement needs.
- Researches current and forecasted backend system technologies in a variety of ways (e.g. reading, attending seminars, conferences, workshops, college classes, internet FAQs, etc.) for the purpose of synthesizing information, making recommendations for improvement, planning and predicting future growth and expansion for the data infrastructure.

- Responds to inquiries relating to the district information systems including external application service providers for the purpose of providing courteous, timely and effective resolutions for both internal and external customers.
- Utilizes productivity software for the purpose of manipulating data, creating reports and sharing information.

### **Other Functions**

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

### **Job Requirements: Minimum Qualifications**

#### **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 using pertinent software applications; preparing and maintaining accurate records; planning and managing projects; strong writing ability; transporting technology equipment from location to location; and instructional design skills.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); and educational and classroom management software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide 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 significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Bachelor's Degree in technology, information systems, education, or related area with preference of Master's. Three years experience in K-12 education. Three years experience managing information systems.

#### **Required Testing:**

#### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

#### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Exempt		PL