

JOB DESCRIPTION

POSITION TITLE: DISTRICT SOFTWARE TECHNICIAN

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES
Two years experience with district software applications, including STUDENT INFORMATION SYSTEM (SIS), Lunchbox, PW Trans, and MUNIS preferred; additional qualifications as deemed necessary by the Superintendent and Adair County Board.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

To maintain all aspects of district administrative software (STUDENT INFORMATION SYSTEM (SIS), Lunchbox, PW Trans, and MUNIS), including set-up, updates, installations, training, and troubleshooting for increased access, stability, and accuracy of school and district data.

PERFORMANCE RESPONSIBILITIES:

- Creates, maintains and regularly updates an informational website for all district wide administrative software applications.
- Knowledgeable of all aspects of each district administrative software application.
- Disseminates knowledge of software programs and updates to all program coordinators, attendance clerks, and school administrators.
- Provides professional development on a regular basis to all district staff responsible for working with district administrative software through one-on-one, small-group, large-group and modeling sessions.
- Keeps abreast of all updates to district wide administrative software applications, including STUDENT INFORMATION SYSTEM (SIS), Lunchbox, PW Trans, MUNIS and other administrative applications.
- Provides ongoing technical support for district wide administrative software applications for all schools and district offices.
- Coordinates and collaborates with Director of Technology, Network Administrator, and school and district program administrators to ensure all installations and updates to district administrative hardware and software applications are completed.
- Maintains daily log for technical issues and updates to all district administrative software programs that includes date and time reported, location, description of issue, and tasks completed.
- Follow-up with all program coordinators to ensure timely submission of district administrative software reports as required by the Kentucky Department of Education.
- Completes installations and updates to all district administrative software programs in a timely manner.
- Performs additional duties relating to district software applications, as assigned by the Director of Technology.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.
The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.*

FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date