

## **9.9.01 INFORMATION SYSTEMS SPECIALIST**

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**Reports To:** Coordinator of Technology

**Dept/Campus:** Business Office

**Wage/Hour Status:** Nonexempt

**Length of Contract:** 240

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### **PRIMARY PURPOSE:**

Support the instructional program by providing support services in the area of instruction and administrative technology.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED

Two years college preferred

APSCN experience preferred

#### **Special Knowledge/Skills:**

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing

Proficiency in use of calculator and office machines

Ability to communicate effectively

Calm and patient demeanor

#### **Experience:**

Five years of experience with responsibilities involving information systems technology

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district employees.
3. Demonstrate effective customer service strategies to all district personnel.

**JOB DESCRIPTION**  
**Information Systems Specialist**  
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4. Analyze and recommend network strategies for communication and applications, including local and wide area networks and integration of hardware and platforms to ensure efficient and cost-effective operation.
5. Maintain district computers and networks.
6. Support instructional and administrative computing through acquisition, networking, training and informational services.
7. Communicate with administrators to ensure appropriate support for instructional technology planning and implementation.
8. Communication with information systems staff, schools, and vendors on technology-related projects.
9. Maintain IP addressing throughout the network.
10. Participate in formulation of disaster recovery, backup, and system monitoring.
11. Manage remote access connectivity and security to the enterprise network.
12. Install, configure, test, maintain, monitor, and troubleshoot associated end user workstation software and networking software products.
13. Ensure desktop computers and peripherals have network access.
14. Perform on-site analysis, diagnosis, and resolution of complex PC problems for a variety of end users and recommend and implement corrective hardware solutions, including off-site repair as needed
15. Installation and maintenance of access-layer network devices including desktop switches, hubs, and wireless communication equipment.
16. Serve as primary technical lead in researching and testing the integration of proposed solutions.
17. Assist in professional development and training of staff.
18. Assist in development, recommendation, and administration of department budget.
19. Other duties as assigned.

**EQUIPMENT USED:**

Computers and related equipment, copier, calculator, computer, typewriter, and printer

**WORKING CONDITIONS:**

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress; maintain a clear focus on customer service; ability to communicate effectively (verbal and written)

**Physical Demands:**

Repetitive hand motions; prolonged use of computer; frequent interruptions; moderate standing, stooping, bending, and lifting; ability to lift and carry 50 lbs.

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Date Adopted: August 2, 2007

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date