

# Data and Technology Associate

The Data and Technology Associate supports the daily operations of the district's student information system (SIS), data processes, and technology tools. This role assists with data entry, report preparation, system maintenance, and end-user support while developing skills in data management and system administration.

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## Key Responsibilities

- Data & System Support
- Assist in maintaining the student information system (SIS) and related data tools under the guidance of the Director and Assistant Director of Technology.
- Perform routine data checks and updates to ensure accuracy and consistency across systems.
- Support departments with data needs, including running reports, preparing extracts, and troubleshooting fundamental data issues.
- Learn and assist with local, state, and federal reporting processes by gathering and organizing required information.
- Help with data cleanup, basic data mining, and understanding data-sharing protocols.

## Technology Operations

- Help manage user accounts and access for systems like Google Workspace, Skyward, Cisco WebEx, and other district tools.
- Provide basic setup and troubleshooting for the Cisco WebEx VoIP platform, including phone installations and simple configuration tasks.
- Assist with coordinating vendors and following up on support needs or system updates.

## Training, Documentation & Help Desk Support

- Provide first-line support to staff and students by answering questions and helping troubleshoot common system issues.
- Assist in creating and maintaining user-friendly guides, documentation, and training materials.
- Encourage best practices for data entry, account management, and technology use.

## Departmental Collaboration & Growth

- Work closely with the Technology Department staff to understand data workflows, system administration, and integration practices.
- Participate in projects to enhance processes, system efficiency, and user experience.
- Provide general support to the Technology Department as needed.

- Perform additional duties as assigned by the Director of Technology.
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## Qualifications

- Associate degree or bachelor's degree (or equivalent experience) in information science, educational technology, data management, or a related field.
- Experience with SIS platforms or databases is preferred; familiarity with Skyward is a plus but not required.
- Basic understanding of data concepts and a willingness to develop skills in data management, reporting, and system administration.
- Fundamental knowledge of application software, operating systems, and common educational technology tools.
- Strong attention to detail, good organizational skills, and the ability to learn new systems quickly.
- Excellent communication skills, including the ability to support users with varying levels of technical comfort.  
Ability to work collaboratively within a team, follow established procedures, and ask questions when clarification is needed.
- Proven reliability, initiative, and a growth mindset.