Policy GFAEI: Job Description: Information Systems Specialist   **Status:** DRAFT

Original Adopted Date: 07/19/2021 | **Last Reviewed Date:** 07/19/2021

Essential Functions:

- Troubleshoot problems to determine hardware and software problems in a wide variety of systems, including Windows and Linux Servers
- Keep in hand an inventory of essential parts as needed for maintenance and repairs
- Work with employees and vendors to create queries for data retrieval from the SIS
- Schedule summer preventative maintenance for servers and projects with the technology leadership
- Integrate data ~~between the districts Learning Management System (Canvas); diagnostic software like iReady, Ellevation, SEAs etc.; business software like Marathon, Mosaic, Scribbles, etc.; educational software like Clever, Nearpod, etc.; and Library management software (Follet) as well as any other~~ into district ~~approved~~ softwares
- Collaborate with Technology Security Administrator to maintain best practices for data and server security
- Manage district email solution
- Perform any other duties as directed or assigned
- ~~Oversee Help Desk and the Help Desk Manager~~

REPORTING STRUCTURE:

This position reports to the Director of Information Technology.

QUALIFICATION REQUIREMENTS:

- Associate Degree from an accredited college or university with 7 years' experience in database and system administration or bachelor's degree from an accredited college or university with 5 years of experience in database and system administration
- Ability to effectively work and communicate with administrators, supervisors, and staff
- Ability to effectively instruct personnel in the use of technology and other related components
- Experience in implementing and maintaining server operating systems, software, and peripherals
- Knowledge of databases
- Experience in Active Directory, Directory Structure, Authentication Methods, Google Management, Office 365 Management, Server Monitoring
- Working knowledge of SQL programming and PowerShell scripting
- Critical thinking and analytical ability
- Strong work ethic and dedication to assigned tasks

TERMS OF EMPLOYMENT:
This is a 232 days per year position.

SALARY SCALE:

Based on school board policy GGBS

EVALUATION:

Performance in this position will be evaluated by the Director of Information Technology.