

## **District Student Management and Grade Book Software Support Personnel Job Description**

**Purpose:** The District Student Management and Grade Book Software Support Personnel provides teacher, administrator, and clerical staff instruction and support in the use of student management software. To accomplish these tasks, the District Student Management and Grade Book Software Support Personnel will work closely with the classroom teachers and administration of the district.

**Responsible to:** Technology Director

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent. Associate Degree with emphasis in computer technology preferred or five (5) years of directly related work experience.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Excellent command of English language (written and verbal) and demonstrated ability to communicate technical issues with non-technical persons.
4. Extensive working knowledge of key computer components and operations, various operating system platforms, network environments, and the Internet.
5. Flexibility to continue career improvement through continued education.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending and reaching.
3. Requires traveling to various locations within the district and occasionally to locations outside of the district.
4. Must be able to work in a student atmosphere.

5. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
6. Must be able to work independently without continuous supervision.
7. Must occasionally work in noisy, crowded, stressful environments, with numerous interruptions.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Provide orientation, instruction, and support as requested by building principals and leadership councils in the use of student management software and grade books.
2. Provide individualized instruction for staff as requested.
3. Provide trouble shooting and maintenance for the student management database and individual teachers' computerized grade books.
4. Work with technicians on student management and grade book support software operations.
5. Prepare reports, maintain detailed support logs, and meet required deadlines.
6. Educate and train staff and building teams and administrators about the value of the data collection and interpretation using student management software.
7. Provide support in the IDL room.
8. Respond to information requests in a cooperative, courteous, and timely manner.
9. Keep student and personnel information and records confidential.

10. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee