

TRUSSVILLE CITY BOARD OF EDUCATION  
Job Description

POSITION TITLE: Data Specialist

QUALIFICATIONS:

- Experience in data management
- Experience in managing a web site
- Experience and familiarity with current and emerging technologies
- Experience in designing and delivering training
- High level of interpersonal skills with an emphasis on creativity, flexibility, persuasiveness, and cooperation

REPORTS TO: Technology Coordinator and/or Network Manager

JOB GOAL: To support the District's data software applications in assessment, instruction, technology, or a department that requires specialized data; provides instruction and advice to system users regarding use and security of data; and analyzes problems and issues related to the software

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

JOB RESPONSIBILITIES:

- Administer data and server systems daily
- Assist with backup and data recovery
- Maintain current knowledge of server and virtualization technology
- Level III Help Desk/Phone support
- To lead and assist in entry, retrieval, storage, manipulation, and/or printing of data in school used databases. These include but are not limited to iNow (student management system) including textbook, classroom, Import/Export, Sets Web, student pictures; Accelerated Reading; Atrium; CNP software; testing software; Edmodo; A+; Dreambox; Ticket to Read; Raz Kids;
- Responsibility for maintaining the overall health of the server system including but not limited to hardware, software, firmware, updates and upgrades
- Maintain/Manage SQL server backups and troubleshoot issues with iNow and other programs due to server, software, or user issues
- Perform updates and data exports as needed for iNow and instructional programs used by schools and/or the district
- With a district team, support for all iNow related activities, questions, issues and problems and development of professional development for new and existing staff
- Assist with manipulation of data in related Microsoft Word, Excel, and Access for school and administration use.
- Assist in the state reporting for but not limited to LEAPS, SDE/AYP, SIR, Testing, LEP, & OCR, along with district and local reports including grades and transcripts.
- Protects confidentiality of records and information about staff and/or students

- Develop user policies and procedures as needed
- Constantly look for ideas to improve and implement ways of storing and retrieving student information for various areas of concerns, including but not limited to Special Ed, CNP, LEP/ESL, reading coaches, media specialists, local administrators, projected mapping, registrars, teachers, coaches, and district administrators.
- Contributing member of the district's Data Governance Committee
- Assist with planning for hardware upgrades and refreshes
- Assist the Technology Coordinator with ongoing projects
- Assist with train the trainer professional development as needed
- Demonstrates a high degree of professionalism and ethics, working cooperatively with all stakeholders
- Demonstrates ongoing communication with stakeholders and documentation
- Work with Network Manager and Network Administrator as needed
- Performs other assigned duties as directed by the Technology Coordinator and/or Network Manager

#### REQUIRED EXPERIENCE:

- Applicant must exhibit strong applicable knowledge in Windows, Linux, and Mac OS, iOS, Android, and all other operating systems
- Applicant must have strong knowledge of TCP/IP, and related IEEE standards, as well as experience with designing IP schemes and subnet masking.
- MCSE, MCP, MCITP, CCNA, CCNP, CCIE, CISSP, or related certifications are encouraged but not required.
- Minimum of 3 to 5 years' experience working with data and/or systems
- Exhibit applicable skills in email technology, Microsoft Active Directory, Group Policy, virtualization technologies, server and storage hardware, SAN technologies, backup and disaster recovery.

Board Approved: April 21, 2014

Amended: