

TECHNOLOGY DEPARTMENT

TITLE: DISTRICT SOFTWARE ASSISTANT

QUALIFICATIONS:

1. Possess the ability to implement changes to large computer databases.
2. Possess the ability to implement security measures to safeguard computer databases.
3. Possess the ability to develop and implement database reports.
4. Possess the ability to develop and implement computer scripts.
5. Possess the ability to install and troubleshoot software in a networked environment.
6. Possess the ability to convey technical information to workstation operators to accomplish desired results.
7. Possess the ability to organize and coordinate work assignments.
8. Possess the ability to communicate effectively with all levels of individuals within the district.
9. Possess the ability to operate and troubleshoot software in a network environment.

REPORTS TO: Director of Technology

JOB GOAL: To assist in the maintenance and operation of all informational computer databases for the district. To assist in the development and generation of district-wide reports for state and local use. To assist in the installation, operation and maintenance of the district's application and network software.

PERFORMANCE RESPONSIBILITIES:

1. Management of Student Information System data and interfaces
2. Management of systems connecting to the Student Information System, i.e. Lunch, IEP, Transportation
3. Development and generation of database reports
4. Development and generation of state-required information including NJSmart reporting
5. Maintain existing databases and database management systems for correctness
6. Test programs and databases, correct errors, and make necessary modifications.
7. Assist in the planning, coordination, and implementation of security measures to safeguard information in computer databases.
8. Troubleshoot and correct database usability issues.
9. Assist in the installation and testing of software in a network environment.
10. Develop and implement custom computer programs to perform specialized tasks.
11. Provide on-site support to administration and professional staff in the use of technology related software.
12. Assist the Director of Technology in the implementation of in-service training aimed at increasing the skills of administrators, teachers and support personnel in relation to administrative data processing reports within the student information system.
13. Perform any other duties as assigned by the Director of Technology.

TERMS OF EMPLOYMENT: Twelve months, with conditions set by the Wall Township Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

APPROVED: June 12, 2007
January 23, 2018