

SPECIALIST SAIS

Purpose Statement

The job of SPECIALIST SAIS was established for the purpose/s of managing the network for the computerized student administration system; supporting a variety of software packages; providing instruction and advice to system users; and coordinating usage among all system users.

This job reports to IT/MIS MANAGER

Functions

- Assists other personnel (Administrators, Teachers, Parents, Students, Department Staff) (e.g. trouble shooting program) for the purpose of supporting them in the completion of their work activities.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates the collection and processing of data for the state systems for the purpose of ensuring compliance with state reporting requirements.
- Coordinates with other staff (e.g. master schedules, rollover procedures, lunch/bell schedules, school calendar) for the purpose of completing projects/work orders efficiently.
- Monitors and coordinates data entry of student attendance accounting system for the purpose of ensuring accuracy of data and instructing on proper methods of making corrections.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Essential Functions

- Assesses operation and malfunctions of software application (SAIS) (e.g. initiate and review system rule changes, review and adjust system data) for the purpose of determining appropriate actions to maintain operations.
- Collects and completes the required data for the state accounting reports for the purpose of meeting state requirements.
- Runs maintenance programs daily, weekly and monthly for the purpose of ensuring efficient program operations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: record keeping.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard office software
working knowledge of school system
computer operation/skills.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality
meeting deadlines and schedules
working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 100% sitting, % walking, and % standing. The job is performed in a clean atmosphere.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 7