

# **COMPUTER TECHNICIAN/DATA ADMINISTRATOR**

## **SUPPORT STAFF**

### **Computer Technician/Data Administrator**

#### **Qualifications:**

1. Student Information System knowledge. Familiarity with databases and spreadsheets.
2. Familiarity with various operating systems including Windows, Macintosh, and mobile device management.

**Reports To:** Technology Coordinator

#### **Job Goal:**

Maintain the Student Information System and work as part of the technology team to provide training and support for administrative and instructional staff use of the SIS. Provide general help desk support.

#### **Key Responsibilities:**

1. SIS account and data integrity/accuracy maintenance.
2. Assist staff members with use of the SIS
3. Provide necessary training and support
4. Import test scores
5. Assist with additional information systems, testing data and other custom databases
6. Assist school and district administrative support staff in improving procedures and efficiencies in the use and maintenance of data/information in all district systems.
7. Provide general help desk support and software instruction as directed by the Technology Coordinator

#### **Terms of Employment:**

260 days per year

#### **Salary Range:**

Hourly, negotiated pay.

**Evaluation:** This will occur once at the end of the probationary period, thereafter, annually by the technology coordinator