



JOB TITLE	DEPARTMENT	REPORTS TO
ITS Operations Analyst	Information Technology Services	Data Processing Mgr./Chief Operations Officer

Position No: 82035	Length of Work Year: 12 Months
Salary Schedule: N17	Date Approved: 8/18/22
FSLA: Exempt	Date Revised:

JOB GOAL
Under general direction assures the accuracy of the electronic data. Develops and conducts training for users of applications supported by ITS. Provides subject matter expertise to all data-entry system customers.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science or related field or associate degree in Computer Science or related field and 2 years' experience or equivalent combinations of training and/or experience. 2. Experience with training or instructing others to use technology. 3. Knowledge of Scheduling 4. Knowledge of Florida State Reporting. 5. One year of work experience which includes creating documentation and successfully performing technical end-user training. 6. Experience in Microsoft Office Tools

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To provide training for applications supported by ITS. 2. To serve as trouble-shooter on organizational software applications problems 3. To recommend practices and policies to improve overall service and to remedy specific user concerns. 4. To assist District Staff, ITS Staff and School Staff. 5. To assist with ongoing staff development. 6. To ensure all training activities are properly recorded and administered within the Professional Development procedures established for the district and state. 7. To attend training as needed/required to maintain skills and remain up to date on changes to software and reporting 8. Oversee and audit the Student Information System (SIS) security. 9. To ensure accuracy of SLPS data for any reporting including state reporting. 10. To audit the electronic schedule on an on-going basis 11. To provide and direct necessary maintenance of the data that is input by Schools and Department Staff. 12. To notify designated school staff and Department Staff of inconsistencies and facilitates corrections to data irregularities. 13. To continue to assess the progress of data entry; provides additional training and feedback to management, as needed. 14. To work with the Departments to stay current with state requirements such as the changes being made to the State course directory. 15. Monitor state requirements and recommend practices and policies to comply 16. To maintain and update the system specific rules and procedures required for the operation of the class scheduling process. 17. To facilitate a successful end-of-year and beginning-of-year SIS roll.

18. To perform all assigned duties in a timely and professional manner with a high standard of quality.

19. To perform other technology related duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.