

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Information Systems Specialist

**Supervisor:** Assistant Superintendent of Curriculum and Instruction  
**FLSA Status:** Non-Exempt **Employee Group:** At-Will

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#### Qualifications:

1. Associate's Degree in computer technology field or equivalent experience preferred.
2. Minimum three (3) years of technology experience required.
3. Excellent written and verbal communication skills.
4. Strong problem solving capabilities.
5. Experience integrating and managing multiple databases.
6. Ability to adapt, integrate and modify existing programs.

#### Terms of Employment:

- Twelve (12) month contract
- Year-to-year contract
- Eight (8) hours per day
- Night and weekend work may be required

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Verify state data to ensure accuracy for state reporting.
2. Analyze and verify data.
3. Assist with District registration process to include creating registration forms, coordinating data entry, and verifying data.
4. Compile and generate data for state reports.
5. Maintain timelines in an organized and priority based manner.
6. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
7. Acquire skills necessary to understand, develop and conduct training, resulting in end user's independence with software.
8. Provide support to staff with varying levels of technology comprehension in the use of the student management system.
9. Coordinate and deliver initial and ongoing Skyward training for all users.
10. Stay up to date on technology and potential effectiveness for the current system.
11. Resolve retrieval problems/problem solve technical issues.
12. Keep current with best practices and requirements as they relate to your job assignment.

13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.