

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### INFORMATION SERVICES SPECIALIST

**QUALIFICATIONS:**

- (1) Bachelor's Degree with major concentration in Computer Science; or, Bachelor's Degree with at least five (5) years of successful experience in a data processing center / environment or research and evaluation.
- (2) High School Diploma (some college preferred) with six (6) years experience in a data processing center / environment or research and evaluation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate effectively orally and in writing. Ability to work effectively with District and school personnel, parents, and community. Ability to organize and prioritize. Knowledge of student database. Ability to use computer database software.

**REPORTS TO:**

Supervisor

#### JOB GOAL

To assist the District's Community Relations and Parent Services and Evaluation and Planning departments maintain effectiveness through the development and implementation of grants and District-funded initiatives.

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**

**INFORMATION SERVICES SPECIALIST (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Assist in the establishment of goals and objectives for Community Relations and Parent Services to include evaluation planning, training programs, grants, projects and initiatives.
- \* (2) Plan, organize and implement school choice plans, inservice projects, and training for Community Relations and Parent Services.
- \* (3) Plan, organize, and control the overall activities of electronic data processing, including systems analysis, programming, and computer operation activities as related to the District's student database, student transfers, and other databases as added to the system.
- \* (4) Evaluate the District's initiatives and recommend the alterations and expansions as necessary.

**Interagency Communication and Delivery**

- \* (5) Meet regularly with administrators and teachers to establish future goals and identify specific training needs of the District's personnel.
- \* (6) Assist in the interpretation of Community Relations and Parent Services objectives, results, and needs of District staff, the School Board, civic and parent groups, teacher training institutions, and others.
- \* (7) Communicate effectively orally and in writing.

**Professional Growth and Improvement**

- \* (8) Plan, organize and implement District-wide programs for training teachers, teacher assistants, other non-instructional employees, school volunteers and parents.
- \* (9) Keep abreast of trends and developments in assigned area.
- \* (10) Attend conferences, workshops, and inservice to enhance professional knowledge and skills.
- \* (11) Promote and support the professional growth of self and others.

**Systemic Functions**

- \* (12) Establish procedures for ordering material and systems of material distribution and inventory.
- \* (13) Prepare all required reports and maintain all appropriate records.
- \* (14) Keep immediate supervisor informed about potential problems and unusual events.
- \* (15) Serve on District committees as assigned.
- \* (16) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (17) Model and maintain high standards of professional conduct.
- \* (18) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \* (19) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (20) Ensure that programs and activities are consistent with the District's Strategic Plan.
- \* (21) Facilitate problem-solving by individuals or groups.

\*Essential Performance Responsibilities