



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Info Management Specialist	<b>Location:</b>	Technology
<b>Reports To:</b>	Technology Supervisor	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- Bachelor's degree in education preferred.
- Two years coursework or experience in information management including programming language and data model development preferred.
- Familiarity with state-of-the-art audio, video, and computing technologies.
- Experience in strategic planning teams. Experience in delivery of information to adult groups.

### Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record.
- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- To serve as information management specialist in technological integration.

### Qualifications

- Ability to communicate effectively orally and in writing.
- Demonstrated ability in the development, modification and application of data base information systems in an educational setting.
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

- Create, update, administer and maintain customized data systems.
- Manage data input, including overseeing data collection and input.
- Educational development of instructional tools for use in an integrated technology environment
- Research/recommend equipment and software purchases for project needs.
- Train staff on the use of equipment and programs as needed. (District vehicle available for use)
- Serve as a resource for future technology planning.
- Develop and integrate web information for classroom and school-wide application.

### STAFF PERSONNEL MEETINGS

- Attend staff meetings and conduct in-service programs.

### COMMITTEES

- Serve on the District Technology Committee
- Consult to Site Technology Committees as requested.
- Serve on additional committees as requested.



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### **SCHOOL ACTIVITIES**

- Be responsible for discharging instructional and non-instructional school-related activities, as assigned.

### **PROFESSIONAL GROWTH**

- Responsible to keep abreast of changes and developments in the profession by attending professional meetings,
- District Staff Development programs, reading professional journals and other publications.
- Discussing problems of mutual interest with others in the field.

### **OTHER**

- Know and observe Board policies and regulations.
- Perform other duties as assigned by the administrator.

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### **EEOC**

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.