APPENDIX X - 4

X.A.5.a.i Explanation of Responsibilities

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Technology Services 5	Anderson, Christopher Paul	Data Integrity Specialist- SIS	New to District. Supervisor, Edupoint Educational Systems	Competitive recruitment process. All documents located in HR.	BA Enlish Literature	Provides in-depth understanding of the functionality and design of the district's Student information System (SIS).	√

TUCSON UNIFIED
SCHOOL DISTRICT

CODE: 61009
UNIT: SPE
GRADE: 16
FLSA: Exempt

CLASSIFICATION
SIS (Student Information System) PRODUCT SPECIALIST

SUMMARY
Provides in-depth understanding of the functionality and design of the district's Student information System (SIS). In this capacity, interfaces with TUSD SIS users, TUSD training and support staff, TUSD software and database developers, and external (ADE) support staff.

MINIMUM REQUIREMENTS
A Bachelor's degree in Information Technology or related area
AND
Two years experience performing training, support or configuration duties involving a student information system.
OR
Five years experience performing training, support or configuration duties involving a student information system.

Experience working with application security configuration

Solid knowledge of and experience in analysis techniques and systems analysis design.

Experience in a Client/Server environment.

Superior written and verbal communication skills.

PREFERRED QUALIFICATIONS
Substantial experience working with Synergy (SIS)

Ability to learn quickly, grasp new concepts and work with limited supervision. Strong problem solving skills with a disciplined and structured approach to problem resolution.

Ability to effectively communicate technical concepts to non technical people.

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS
THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Coordinates, develops, implements and maintains detailed configuration plans and documentation for all areas of the SIS application.

Reports to SIS Manager.

Coordinates and maintains the day-to-day operation of the (SIS) application and database. Includes data transformation and import/export between SIS and secondary data systems.

Provides training in emerging technologies, guidance and assistance to the programming staff.

Determines need and develops innovative software solutions, using programming languages and programming tools.

Executes test plans for new releases, facilitates district-wide processing initiatives and ensures the integrity of information reported to the State of Arizona and other outside agencies.

Implements and maintains compliance with current service protocols and standards.

Ensures programming standards are developed and followed.

Researches and develops functional and system analysis, database design and structure for multiple systems, integrating and optimizing components of the systems.

Establishes and maintains a program of monitoring, measuring and evaluating software performance, determines the cause of issues and coordinates resolution. Ensures high quality of data.

Ensures planning, design, research and acquisition of new or upgraded software systems.

Maintains knowledge of current state and governmental agencies reporting requirements.

Reviews and evaluates software needs, recommending changes and upgrades to provide efficient, effective and timely service to users throughout the District for the SIS.

Manages development of procedures for database backup and recovery. Ensures proper and timely backing up of the databases. Recovers from system failures and database failures in a timely fashion.

Consults and coordinates with SIS Manager and Manger of Information Technology, programming staff and outside organizations regarding computer systems.

Integrates maintenance of existing database systems with new developments.

MENTAL TASKS
Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS
Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS
Uses computers, computer peripherals and office equipment such as telephone, fax, printer and copier.

WORKING CONDITIONS
Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION
Monitor control of clerical support staff.

M:Comp and Class: JOB 61009
New 2/2016