SOFTWARE APPLICATION SPECIALIST

Purpose Statement
The job of Software Application Specialist was established for the purpose/s of managing the student information database systems; providing instruction and advice to system users; analyzing problems and issues related to local and state student information systems and related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to Department Manager

Essential Functions
- Administers system security (e.g. authorization, access, read only, passwords, etc.) for the purpose of regulating access to the student information system and ensuring confidentiality of student records.
- Designs report options and/or database applications for the purpose of providing local and state personnel with information customized to their specific needs.
- Develops and prepares user materials for the purpose of providing instruction and reference.
- Identifies issues related to local and state student information systems and software applications for the purpose of resolving user problems.
- Inputs data into local and state student information systems (e.g. student record updates, assessment records, attendance, scheduling, grading, transcripts, etc.) for the purpose of ensuring accuracy of data.
- Instructs district and site staff on the use of local and state student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.
- Maintains all state required student information and reports from prior years for the purpose of ensuring availability of required items.
- Participates in meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Responds to inquiries relating to computer hardware and/or software applications (e.g. local and state student information, attendance software) for the purpose of resolving problems and supporting site and District users.
- Responds to user requests for a variety of report options (e.g. assessment information, attendance, enrollment, training summaries, budgets, timelines, etc.) for the purpose of disseminating information to appropriate parties.

Other Functions
Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing, analyzing and maintaining accurate records.
KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation office and database software and reporting methods.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience with increasing levels of responsibility is desired.

Preferred Education/Training
Community College and/or Vocational School degree with study in related field; related work experience may be substituted.

Equivalency
None Specified

Required Testing
None Specified

Continuing Educ. / Training
None Specified

CERTIFICATES & LICENSES
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non exempt