

# **SPEED JOB DESCRIPTION**

## **Job Title**

Data Specialist

## **Supervisor**

Technology Director

## **Position Guide**

Technology, Student Information System

## **Salary Range**

## **Qualifications**

1. Bachelor's degree or IT Certifications
2. Skills and abilities to create reports
3. Experienced in Student Information Systems
4. Experienced in reporting software
5. Experienced in ISBE's Student Information System (SIS)
6. Experienced in Microsoft Suite (Outlook, Excel, Word) and Adobe Acrobat
7. Experience in programming

## **Essential Duties**

1. Assist administrative staff with data collection, analysis, and management
2. Create, improve, and verify monthly and annual reports
3. Troubleshoot eSchool and IEPPLUS user problems
4. Maintain payment and expenditure records for technology Create and maintain iVisions payment and expenditure records for tech department budget
5. Facilitate the provision of information to school administrators as found in various data systems
6. Develop reports as requested
7. Provide technical assistance support in the area of technology

## **Job Responsibilities**

1. Create reports using Cognos Reporting, Report Studio, and Query Studio
2. Create reports in eSchool and IEPPLUS
3. Oversee the SIS calendar, term setup, end of school rollover, and new school year setup
4. Responsible for Illinois State Board of Education's (ISBE) Student Information System (SIS) reporting
5. Implementing new employee network access, email, eSchoolPLUS, IEPPLUS, iVisions
6. Implement employee resignations by removing network access, email, eSchoolPLUS, IEPPLUS, iVisions
7. Upload Staff and Student Names and Phone Numbers from iVisions to School Messenger
8. Other duties may be assigned.

## **Skills/Competencies**

- Ability to read, analyze and interpret documents including correspondence in print or electronic formats
- Ability to establish and maintain effective working relationships with all members of the school community
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 242 Days

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

**Hiring Contact:** Human Resources Director – (708) 481-6100

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date