



JOB ANNOUNCEMENT
INSTRUCTIONAL DATA SYSTEMS SPECIALIST

CLOSING DATE: October 16, 2020

JOB DESCRIPTION

The Instructional Data Systems Specialist, under the direction of the Director of Continuous Improvement will support the use of instructional data systems including Schoology, the Curriculum Management System (CMS), Campus Improvement Plan (CIP) software and others, to ensure the efficient and effective use of these systems throughout the district.

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Master's Degree with a valid Texas Teaching Certificate.
- Five (5) year's classroom teaching experience, with instructional leadership experience.
- Demonstrated proficiency in technology integration and computer applications.
- Experience working with Instructional Data Systems.
- Strong organizational, communication and interpersonal skills.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee.

DUTIES AND RESPONSIBILITIES

1. Work collaboratively with campus, central office, information services and other staff to help ensure effective and efficient use of instructional data systems.
2. Develop and implement a successful training model to provide appropriate and timely training for district instructional data systems that meet the needs of campus and district staff.
3. Lead the development of an online support site for the various instructional data systems, including support resources in a variety of formats that meet the needs of both campus and district staff.
4. Develop and implement a plan for supporting Professional Learning Communities in the use of instructional data systems with a focus on managing course content, creating collaborative common assessments and performing targeted data analysis.
5. Monitor the Campus Improvement Planning process to support the implementation and timely completion of campus plans.
6. Lead the development of processes for managing user access and permissions for instructional data systems.
7. Support the Instructional data system design teams. Address issues and project future needs: problem solve to determine direction.
8. Collaborate with Technology Services, Elementary and Secondary Instruction, and Testing and Evaluation divisions to ensure timely and accurate data imports for the various systems.
9. Collaborate with software vendors in managing system upgrades, identifying system enhancements and troubleshooting system issues.
10. Perform other duties as assigned.

WORKING CONDITIONS

Maintain emotional control under stress. Daily attendance and punctuality at work on time every day are essential functions of the job. Work with frequent interruptions, Repetitive hand motions; prolonged use of computer.

TERMS OF EMPLOYMENT

REPORTS TO: Director

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

DAILY RATE: \$71,215 - \$106,136

WORK DAYS: 226

PAY GRADE: AD04

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

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PN: 5475