**INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204**

**JOB DESCRIPTION**

**TITLE:** Student Information System ENGINEER and Trainer

**REPORTS TO:** Coordinator, Management Information Systems

**SUMMARY:**  Directly responsible for providing application support and training for the District’s Student Information System software and on-going Technology Services resources. This includes the proactive advancement and evolution of the system and related components in the District, including but not limited to system design, security, integrity, and training. Perform additional duties to serve as the training development lead for Technology Services and provide support for the SIS application(s), specialized technology software and components including providing support of requests to staff and students throughout the District.

**ESSENTIAL JOB FUNCTIONS:**

1. Serve as a lead member of the support team for the Student Information System gathering feedback, making recommendations, and implementing solutions.
2. Develop and provides training to District staff on the integration and use of technology, including but not limited to the Student Information System (SIS), email, collaboration tools, file and data sharing, and all other technology applications and software as needed.
   1. Methods include in-person, online live stream sessions and self-service modules.
3. Create, maintain, and update training resources not limited to but including guides, tips, and links on Technology Services support sites for ongoing technology professional development and support.
   1. Develop department best-practices for the training processes and training tools such as user guides, worksheets, documentations, etc. in delivering Technology Services training.
   2. Determine appropriate needs for training and other technical solutions and makes relevant recommendations to clients.
   3. Maintain current knowledge of technology and instructional practices that relate to the use of technology.
   4. Provide resource information relating to new techniques and practices that relate to the use of technology.
4. Ensure all systems, procedures and work practices follow established standards of security and quality control within the SIS.
5. Collaborate with District groups and teams to deliver on projects and service requests, where appropriate.
6. Is directly responsible for the training and has shared responsibility for the advancement of the SIS implementation model, including the development and enablement of change management, service level agreements and key service metrics for Technology Services and external departments.
   1. Perform analysis and provide planning for the design and installation of new SIS features.
7. Serve as the secondary incident response manager during SIS technology emergencies for communication and protocol.
8. Analyze business requirements and District needs in coordination with case requests to identify best practices.
9. Recommend and document short (< 3 months), mid (>3 months < 12 months) and long-range (> 12 months) strategies for the delivery of student information system training plans and resources for the District.
10. Provide off hours support as needed.

Perform other duties as assigned.

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IPCA and Non-Bargaining Unit Goal Setting Document**

**Goal Setting:**

My professional goal(s) for the school year is/are in reference to number(s) \_\_\_\_\_on the evaluation instrument for my job classification. Growth in this/these area(s) will be evidenced by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further definition of goal area(s):**

**(To be completed by the supervisor/administrator as needed)**

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Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Bargaining Employee Evaluation and Goal Employee’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Form Employee’s ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indian Prairie School District #204 Conference Date:­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: STUDENT INFORMATION SYSTEM ENGINEER AND TRAINER

This form is used by supervisors of non-bargaining staff members who are working in part-time or full-time positions with the Indian Prairie School District #204. The non-bargaining employee’s immediate supervisor may complete the form. If the employee’s immediate supervisor is not a District administrator, the administrator who supervises the program or areas in which the classified employee works must sign the form. The employee must be provided with a copy of the signed and completed evaluation.

**Key:**

(P) Proficient—indicates that the numbered statement is true

(E) Emerging—points to growth needed in the area; the rating includes a comment

(U) Unsatisfactory—requires a comment which defines the area of concern and expectations for improvement

(NA) Not Applicable

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| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 1. Serve as a lead member of the support team for the Student Information System gathering feedback, making recommendations, and implementing solutions. |  |  |  |  |  |
| 2. Develop and provides training to District staff on the integration and use of technology, including but not limited to the Student Information System (SIS), email, collaboration tools, file and data sharing, and all other technology applications and software as needed.  a. Methods include in-person, online live stream sessions and self-service modules. |  |  |  |  |  |
| 3.Create, maintain, and update training resources not limited to but including guides, tips, and links on Technology Services support sites for ongoing technology professional development and support.  a. Develop department best-practices for the training processes and training tools such as user guides, worksheets, documentations, etc. in delivering Technology Services training.  b. Determine appropriate needs for training and other technical solutions and makes relevant recommendations to clients.  c. Maintain current knowledge of technology and instructional practices that relate to the use of technology.  d. Provide resource information relating to new techniques and practices that relate to the use of technology. |  |  |  |  |  |
| 4. Ensure all systems, procedures and work practices follow established standards of security and quality control within the SIS. |  |  |  |  |  |
| 5. Collaborate with District groups and teams to deliver on projects and service requests, where appropriate. |  |  |  |  |  |
| 6. Is directly responsible for the training and has shared responsibility for the advancement of the SIS implementation model, including the development and enablement of change management, service level agreements and key service metrics for Technology Services and external departments. |  |  |  |  |  |
| 7. Serve as the secondary incident response manager during SIS technology emergencies for communication and protocol. |  |  |  |  |  |
| 8. Analyze business requirements and District needs in coordination with case requests to identify best practices. |  |  |  |  |  |
| 9. Recommend and document short (< 3 months), mid (>3 months < 12 months) and long-range (> 12 months) strategies for the delivery of student information system training plans and resources for the District. |  |  |  |  |  |
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**Additional comments as needed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The employee’s signature on this form does not necessarily mean that he/she agrees with this evaluation. The employee may submit a written statement about this evaluation to the Assistant Superintendent for Human Resources within ten (10) days of receiving this evaluation.) The written response will be attached to the evaluation form prior to placing it in the employee’s personnel file.