

**Forsyth County School System
Position Description
Student Information Support Specialist**

| | |
|-------------------------|--|
| DEPARTMENT: | Technology and Information Services |
| REPORTS TO: | Director of Information Systems and Support |
| SALARY SCHEDULE: | Administrative Support |
| POSITION STATUS: | Non-Contracted: 237 Days |

| | |
|---------------------|-------------------|
| FLSA STATUS: | Non-Exempt |
| RETIREMENT: | TRS |
| DATE: | 09/15/2010 |

SUMMARY OF DUTIES:

The Student Information Support Specialist will assist in the development of analytical SQL stored procedures and reports for web-based applications for the Investing in Innovation (i3) five-year federal grant, using Microsoft Visual Studio and Crystal Reports, interfacing to a SQL 2008 database, with potential participation assisting with the development of the web-based applications.

SUPERVISORY RESPONSIBILITIES:

None

REQUIREMENTS:

Must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Must demonstrate prompt and regular work attendance. Absences must be authorized by the supervisor in accordance with the school system procedures.

QUALIFICATIONS:

2+ years experience with SQL server stored procedure development and 2+ years experience developing reports with Crystal Reports or SQL Reporting Services. Must have excellent document and report design skills and understand data analysis concepts. Must demonstrate the ability to create sharable stored procedure code and report formats and conform to established coding style and format standards. Must be able to work independently but maintain active communication with other team members. Familiarity with Visual Studio and any experience developing web-based applications using ASP, ASP.NET, and/or Javascript is a plus.

| PERFORMANCE FUNCTIONS (ESSENTIAL FUNCTIONS) | ESTIMATED FREQUENCY |
|---|----------------------------|
| 1. Designs and develops SQL tables, views, and complex stored procedures for use by analysis and reporting, conforming to coding standards and district best practices. Works with team developers to maintain knowledge of any and all data structures needed to perform required data analysis. | 35 |
| 2. Develops comprehensive and well-designed, easy to read Crystal Reports for analytical data reporting and maintains a report library for maximum usability by district users. | 30 |
| 3. Communicates with district personnel to determine analytical reporting needs, works with development team to review needs and prioritize development cycles, and presents deliverables to district personnel for feedback and review. | 30 |
| 4. As needed, assists development team with accessory coding of web-based applications using Microsoft Visual Studio with ASP.NET and VB.NET and third-party controls. | 5 |

KNOWLEDGE, SKILLS AND ABILITIES (*may require*):

Knowledge of and understanding relational database systems, working knowledge of SQL Server and Crystal Reports or SQL Reporting Services, understanding of enterprise data structures and data analysis concepts, and the ability to demonstrate strong document design instincts with an emphasis on analytical data analysis. Familiarity or interest in web development with Microsoft Visual Studio is desirable.

Experience developing applications in a shared-code team environment; skills to work successfully with colleagues including district-level and school-based personnel; ability to project and generate positive attitudes; ability to work independently but maintain high levels of open and unprompted communication, both orally and written.

EDUCATION AND/OR EXPERIENCE:

Associate's Degree or higher with a specialization in computer science, business, or education; 2+ years of work or academic experience developing SQL stored procedures and 2+ year of work or academic experience using Crystal Reports or SQL Reporting Services. Any work or academic experience developing web-based applications using ASP or HTML is a desirable.

Candidate will be required to demonstrate SQL stored procedure skills and knowledge of report development with Crystal Reports or SQL Reporting Services.

CERTIFICATES, LICENSES, PERMITS:

None

PERFORMANCE FACTORS:

Physical Requirements: Occasional unpacking, lifting, moving and distributing equipment up to 75lbs. Occasional work on a ladder to troubleshoot equipment. Occasional kneeling, crouching and working under tables and around obstacles.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly or quickly.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Hearing: Ability to receive detailed information through verbal communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project. Ability to consider consequences of actions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance. Ability to understand that critical issues may require skipping/postponing lunch, working extra hours and be on-call 24 hours a day, 7 days a week.

Confidentiality: All employees should comply with state and federal laws, local school board policies and department standards and procedures relating to the confidentiality of students and personnel records, standardized test material and other information covered by confidentiality agreements.

The above statements are intended to describe the general nature and level of work performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.