



Longview Independent School District

JOB DESCRIPTION SOFTWARE SUPPORT SPECIALIST

JOB TITLE:	Software Support Specialist	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Information Services	TERMS:	226 Days
DEPARTMENT:	Information Services	PAY GRADE:	Paraprofessional 6

PRIMARY PURPOSE:

Assist with the daily operation of Information Services department and provide clerical services to the Director of Information Services and other staff

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
STEM training, preferred

Special Knowledge/Skills:

- Proficient typing, keyboarding, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling and punctuation
- Ability to communicate (oral & written) effectively with employees, peers and supervisory personnel
- Ability to work independently; self-motivated, task oriented, decision making abilities
- Basic math skills
- Knowledge of basic accounting procedures; ability to reconcile statements; ability to maintain accurate and audible records
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Ability to use PowerPoint software to develop training presentations
- Knowledge of TEA's TEASE, TEAL, TREX Software
- Knowledge of Student Attendance Accounting Handbook

Experience:

Three years secretarial experience, preferably in a public education environment



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MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the Information Service Department
2. Develop PowerPoint presentations for training purposes
3. Maintain both checking and correcting PEIMS data
4. Develop and maintain Information Services websites with current information at all times
5. Manage and prepare supplemental time record
6. Prepare weekly ADA for report for district Administrators
7. Prepare month membership report for Child Nutrition Department Director
8. PC software for word processing, spreadsheet, and file management
9. Monitor budget accounts for Information Services
10. Schedule facilities and set-up for meetings or workshops
11. Maintain Information Services office calendar
12. Conduct campus 6 weeks attendance audits, the Reconciliation of Teacher's Roster Information and Attendance Accounting Records at the end of the first and fourth 6-weeks reporting periods
13. Maintain an Attendance system procedures manual that provides specific, detailed information on the district's school attendance accounting system
14. Maintain and enter all GEH and SPED Homebound student data

Data Processing/Skyward Software Support:

15. Provide Skyward Software support for administrators, campus secretaries and attendance clerks, Special Education Department, and cafeteria services
16. Provide on-site/one-on-one training for district personnel in the use of data system



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Data Processing/Skyward Software Support: (continued)

17. Facilitate general software maintenance with Skyward in the absence of the Director of Information Services
18. Assist the Director of Information Services in maintaining the integrity of the data
19. Fulfill records request for Gregg County Juvenile Probation Officers

Other

20. Maintain and order computer supplies inventory
21. Print materials on pre-printed forms for all required schools
22. Assist campus personnel in student scheduling and grade reporting data entry
23. Prompt, timely and thorough in completing assignments and attending to details accurately and efficiently
24. Sort, distribute or deliver mail and other documents to department staff
25. Comply with district policies, as well as state and federal laws and regulations
26. Adhere to the district's safety policies and procedures
27. Maintain confidentiality in the conduct of district business
28. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
29. Demonstrate regular and prompt attendance
30. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment and Elmo

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020