



We are pleased to announce that we are seeking qualified applicants for the position of
INFORMATION SYSTEMS COORDINATOR

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Information Systems Coordinator**
40 hrs/week, Mon-Fri, 240 days (pro-rated for remainder of 2019-20)

LOCATION: **Manzanita Building, Redmond**

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than \$25.30/hr
Benefits include family health insurance package, sick leave, paid holidays, generous PERS contribution.

QUALIFICATIONS: **DEFINITION**
The Information Systems Coordinator is under the direction of the Chief Information Officer and works in collaboration with our region's districts to provide support services for student data needs. The Coordinator performs a wide variety of tasks related to the daily and annual operation of the student information system(s), including configuring system settings; defining system rules; performing regular maintenance; validating data, responding to and investigating system performance issues; researching user issues; developing reports; providing user training; and other tasks, as needed.

QUALIFICATIONS
Required: Bachelor's Degree
At least two years working professionally with student information systems.

Preferred: Bachelor's Degree in Computer Science, Information Science, or related fields. (Equivalent 5 years or more work experience with database or information systems will be considered.)

This position requires experience with complex information management systems. The ability to learn new technologies, techniques, and routines is a must, as is the ability to communicate the new procedures to others.

See attached job description for additional qualifications and responsibilities.

APPLICATION PERIOD: Closes 5:00pm, Tuesday, February 11, 2020

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Rachel Wentte-Chaney, 541.693-5636 or rachel.wentte-chaney@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 1/28/2020

DIRECTOR OF HUMAN RESOURCES
Posting # C19-20/125-5732

INFORMATION SYSTEMS COORDINATOR

Definition

The Information Systems Coordinator is under the direction of the Chief Information Officer and works in collaboration with our region's districts to provide support services for student data needs. The Coordinator performs a wide variety of tasks related to the daily and annual operation of the student information system(s), including configuring system settings; defining system rules; performing regular maintenance; validating data, responding to and investigating system performance issues; researching user issues; developing reports; providing user training; and other tasks, as needed.

Qualifications

Required: Bachelor's Degree

At least two years working professionally with student information systems.

Preferred: Bachelor's Degree in Computer Science, Information Science, or related fields. (Equivalent 5 years or more work experience with database or information systems will be considered.)

This position requires experience with complex information management systems. The ability to learn new technologies, techniques, and routines is a must, as is the ability to communicate the new procedures to others. As such, the position requires the ability to:

- Speak and write clearly.
- Work effectively as part of multiple teams.
- Set priorities, multi-task, identify and direct own learning needs.
- Obtain (or possess) a valid Oregon driver's license and maintain an insurable status for automobile and liability coverage.
- Collect and analyze data to improve system quality.
- Evaluate and manage multiple conflicting priorities and project requests.
- The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected.
- Must have access to reliable transportation, and consistent attendance is required.
- Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Classification Classified

Reports To Chief Information Officer

Performance Responsibilities

1. Maintain and support student information system.
2. Troubleshoot and resolve user and system problems.
3. Investigate performance issues.
4. Research unexpected behaviors and errors.
5. Manage software upgrades.
6. Manage SIS user roles and security.
7. Coordinate creation of training materials and support documentation.
8. Coordinate staff training programs.
9. Manage new product rollouts – teacher, parent, student, and public systems.
10. Communicate regularly about SIS changes and updates.
11. Maintain, validate, and secure student data.
12. Maintain and support SIS system, course, and administration codes.
13. Work with school staff to ensure accuracy of data within SIS.
14. Extract and organize data for use in reports requested by district staff (requires experience with query languages and advanced spreadsheet functions).
15. Assist in the development of custom reports, as requested by district.
16. Enter data, especially as required for projects.
17. Apply basic mathematical and statistical concepts for data interpretation.
18. Assist district with data collection and entry for district-wide assessments and programs.
19. Pursue membership in appropriate professional and trade groups; subscribe to appropriate mailing lists for both SIS and state reporting groups.
20. Communicate appropriately and regularly via email.
21. Respect and maintain confidential information in all situations.
22. Fulfill other related duties as assigned.

Terms of Employment

Salary, benefits, and vacation are established by policy and the collective bargaining agreement.