

Laramie County School District #2
Fall 2005

Title: Data Specialist

Qualifications:

1. Knowledgeable and experience in the use of computer software using standardized operating systems.
2. Ability to work with adults in a training capacity.
3. High School diploma required, Bachelor's degree preferred.

Terms of Employment:

1. 240 days.
2. Designated by notice of assignment.
3. Specialist Salary Schedule.

Reports to: Technology Coordinator and Superintendent

Essential Functions:

1. Serve as consultant to all staff on administrative and instructional software programs.
2. Coordinate with the district administrators and coordinators on providing training for certified and support staff in the use of computer programs.
3. Serve as liaison between district office support staff and school support staff on computer-generated forms and reports.
4. Coordinate instructional support program on district networks.
5. Serve as consultant to district administrators regarding instructional and administrative software support programs.
6. Coordinate with WDE on student information systems.
7. Serve as district liaison with state/student data committees.
8. Develop and provide training on software programs to meet the unique needs of the district.
9. Coordinate state and district reports for student data.
10. Serve on District Technology Team, assisting other members of the team as needed.
11. Participate in the design and maintenance of the district's web site.
12. Coordinate the completion of all WDE Reports. Send out monthly and/or multiple reminders to those completing the forms, collect completed reports for the Central Office files.
13. Work closely with staff to ensure data reporting needs of the district are met.
14. Perform other reasonable duties of the position that the Superintendent may from time to time assign.