



EMPLOYEE NAME: _____

Created: 04/11; Revised: 10/11; 10/12; 7/14; 6/18;11/20; 4/24

JOB DESCRIPTION

POSITION TITLE: Evaluation Systems Technician	JOB CODE: 446I
DIVISION: Human Resources	SALARY SCHEDULE: Technology Services
DEPARTMENT: Employee Relations & Evaluations	WORKDAYS: Annual Administrative Employees
REPORTS TO: Supervisor, Evaluations	PAY GRADE: Rank I (NT09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for all evaluation-related technology and technology support, including the teacher and leader effectiveness system and electronic platform; serves as the “super user” for the district. Provides project and security services for the electronic platform; performs security audits as required to ensure proper individual access applications/systems.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required
2.	Certification/License Required: None
3.	Experience: 3 years of IT and business work experience including software application implementation and technical documentation
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent interpersonal, strong planning and organizational skills; proficiency with Microsoft Office products and Adobe Captivate or video tutorial development application

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains application security access updates for users within the school district.
3.	Provides support and assists in routing end-user service requests.
4.	Coordinates contract implementation efforts and tracks contract compliance during implementation of new systems.
5.	Develops project, end user, and support documentation for applications and processes utilizing appropriate media for the task (i.e. desktop publishing, online tutorials, and web sites).
6.	Maintains and documents user access and control procedures.
7.	Produces reports from the electronic platform/system as needed.
8.	Serves as a liaison between the department and its customers in the successful rollout of technology systems and processes providing effective communication and ongoing consultative support.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____