

*Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.*

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COMPUTER SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Information Technology, will be responsible for the District-wide student information systems and District educational action plan; participates in the operation, design, and input of information systems utilized by District staff and school personnel as well as oversee the day-to-day software functions of District computers and networks including the installation, configuration, security and data storage of new and current software systems; conduct testing activities to assure the integrity of data.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversee the day-to-day software functions of District computers and networks including the installation, configuration, security and data storage of new and current software systems.

Serves as the district liaison for all departments and school sites as related to all student and staff data systems.

Provides technical support for the student information system and related data, applications, and database operations.

Represents the District to state and local governmental agencies relative to CALPADS best practices; attends CALPADS and AERIES training classes.

Analyze software problems and work with appropriate personnel to resolve problems; conduct testing activities to assure the integrity of data utilizing appropriate electronic testing equipment.

Assure the local area network (LAN) is operating properly; monitor servers for proper operation; update network by adding and deleting users and assigning rights, passwords and e-mail accounts District-wide.

Maintain software packages including student information system, data processing, spreadsheet, Internet electronic mail, food services, personnel, business office, maintenance and other specialty systems utilized by the District; install and configure software revisions.

Assure the integrity of data in school databases; develop procedures for back-up and storage of tape, disk and other material.

Prepare and maintain documentation for new software; prepare and maintain records related to assigned activities; log and issue system security codes; design specialized reports.

Operate District computer equipment; drive a vehicle to various sites to train others in the proper use of computer equipment and various software applications.

Perform a variety of special projects as requested such as importing test scores, performing queries, compiling statistics, and downloading data from one data source to another; work with administrators regarding special programs or projects.

Participate with installing and troubleshooting problems with peripheral equipment including printers, printer cables, scanners, hubs, operating systems and others; connect workstations to network using TCP/IP and install related software on workstations and servers.

Maintain current knowledge of laws and regulations related to attendance accountability and other laws and regulations related to assigned activities; inform employees at various sites regarding federal and State regulations related to their department; train attendance staff in areas related to recording attendance and monitoring student records.

Collaborate effectively with individuals from diverse backgrounds to support computer and network systems.

Provide technical assistance to populations with varying abilities, ensuring accessibility and inclusivity in IT support.

Update web site with board agenda, minutes, news releases and other information as requested.

**OTHER DUTIES:**

Assist in the input, auditing and reporting of student record files.

Participate in the selection and testing of new software systems as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Data processing concepts, hardware and software systems and processes, MS Windows and modern office methods and equipment; database management concepts.

Student Information Systems (SIS).

Student data management systems.

CALPADS student information systems and policies.

Operations, procedures, specific rules and precedents of the office.

Software applications utilized District-wide.

Applicable laws, regulations related to assigned activities.

Modern office practices, procedures and equipment.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Basic programming languages utilized in the District.

Strong written and verbal communication abilities, particularly when working with diverse cultural groups and across teams.

**ABILITY TO:**

Communicate with a wide variety of users both in oral and written forms.

Create and maintain clear, accurate technical documentation including guides, process workflows, system specification, and procedural manuals.

Prepare software documentation.

Develop procedures for back-up and storage of data.

Provide training to end users.

Prepare and maintain records and reports related to assigned activities.

Maintain current knowledge of technological advances in the field and rules and regulations related to assigned activities.

Analyze situations accurately and develop effective course of action.

Work independently with little supervision.

Train and provide work direction to others.

Maintain records and prepare reports.

Understand complex reports and strategies for disaggregating data.

Plan and organize work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Engage and support all constituents in a multicultural environment.

Adapt communication and technical approaches to meet the needs of stakeholders with varying levels of technical proficiency.

Type or input data at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer science, information technology, computer programming, or related field and three years of increasingly responsible experience in computer software evaluation, installation and testing. Additional work experience may be substituted on a year-for-year basis for college requirement.

Bilingual preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Lifting, carrying, pushing or pulling moderately heavy objects.

Dexterity of hands and fingers to operate a computer keyboard, tools and diagnostic equipment.

Sitting for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to view a computer monitor.

Hearing and speaking to exchange information.