

# Leon County Public Schools Classification Specification

Salary Grade 27

## Summary Information:

**Classification Title:** Instructional Information Systems Specialist

**Date Prepared:** 04/2003

**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

|      |  |  |
|------|--|--|
| 632  | System Maintenance   | Maintain existing data processing systems and programs. Maintain system and program documentation.   |
| 633  | System Trouble Shooting                                      | Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.   |
| 123  | Standardized Testing - Data Compilation                      | Collect, update, maintain, compile, and report basic research data pertaining to student testing and evaluation programs.  |
| 124  | Standardized Testing- Coordination                           | Order, process, and distribute materials used in administering standardized tests.   |
| 126  | Standardized Testing- Analysis Reporting, and Interpretation | Analyze standardized test results and assist teachers, staff and the community in understanding testing purposes and results.  |
| 120  | Naturalistic Observation                                     | Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.   |
| 077  | Technical Assistance   | Provide consultation and assistance regarding specific matters within identified area of expertise.  |
| 599A | In-Service Training  | Plan, develop and conduct in-service training courses and workshops for staff.   |
| 005  | Staff Coordination   | Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.  |
| 002  | Indirect Supervision   | Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority). |
| 999  | Assigned Duties  | Perform other duties as assigned.  |

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### General Classification Specification Factors:

**Education/Experience:** B.A. or B.S. Degree with major course work in one of the computer sciences or in management information systems with three years related experience; or  
A.A. Degree with major course work in computer science or management information systems with five years appropriate related experience; or  
Vocational training (720 hours) program of study from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) with six years appropriate related experience;  
or  
High School Diploma or equivalent with seven years related experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003