



SHIPROCK ASSOCIATED SCHOOLS, INC.
P.O. BOX 1809
SHIPROCK, NM 87420
Phone: (505) 368-2100 | Fax: (505) 368-2076
www.sasischools.net

Information Technology Specialist Position Description

Department	Business Office	Reports To	Business Manager
Salary Range	Based on appropriate salary structure	Classification	Non Certified
Contract Days	260	Supervises	
Type of Position	Full Time	Effective Date	
		Revised Date	March 16, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position maintains SASI's technology network.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the School Philosophy and Mission Statement into the area of work.
- Provides direct support to users in troubleshooting issues and manages all aspect of the school's technology related resource/program.
- Safeguards and secures all information with confidentiality.
- Establishes a computer maintenance schedule for upgrades and patches.

- Ensures end user support requests, diagnoses, troubleshoots, and repairs are addressed.
- Installs and configures computer network systems and troubleshoots to resolve any technical issues.
- Consults with outside clients to specify system requirements and design solutions.
- Instructs users in the basic operation of computer systems and SASI applications.
- Assists in the data entry of school-wide testing results.
- Designs and implements effective web-based systems including web pages and database interfaces.
- Assists in the evaluation of instructional technology equipment and software.
- Maintains HelpStar, creates user accounts, maintain software updates as required.
- Maintains NWEA; Download data, run CRF & SPF files for uploading process, import WIDA scores into NASIS.
- Maintains NASIS as a system administrator help ensure account, student information system, update data and fix data discrepancies.
- Maintains SASI Web site, updates the latest information, uploading latest activities.
- Maintains Renaissance online software; administrator system setups, learning, etc.
- Maintains Destiny; system administrator, database, and update program after network changes.
- Maintains phone system, user accounts, voice mail.
- Maintains Safari Video System, end user setup and support.
- Creates reports, forms, certificates, etc., using all computer applications and/or software available (Microsoft Word/Excel, Print Shop Ensemble II, and GalaRio);
- Operates and maintains all technology equipment and SASI marquee sign.
- Attends required trainings and associated meetings or appoint a designated representative.
- Provides a safe and clean work environment with the assistance of Facilities.
- Assumes responsibility for own professional growth through an on-going trainings, professional development days, licenses, and/or advanced coursework at institutions of higher learning.
- Assists school administrators with recommendations of school wide technological needs.
- Assist as necessary with audit reporting during annual audits.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Two (2) years of direct work experience.

Education:

Associate Degree in Computer Science or related field.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills..

- Ability to communicate and work effectively with students, parents, staff, and community members.
- Other current industry certifications preferred (CNE).
- Experience with NASIS-Infinite Campus or similar computer database programs.
- Experience with web page design concepts including HTML, Flash, Java, and/or other web programming technologies is required.
- Proficient in the use of MS Office Suite, Visio, CYMA, Infinite Visions or related programs.
- Ability to analyze and troubleshoot network and workstation hardware issues with limited supervision.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in related field
- Microsoft Certified System Engineer (MCSE) Certification
- Bilingual (Diné/English).

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not

designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____

Title: _____

Approved By: _____

Title: _____

ACKNOWLEDGMENT

I have reviewed the content of the Information Technology Specialist position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date

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Supervisor (printed name)	Supervisor (signature)	Date