



TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	

Open and close grading window for elementary schools; activate/deactivate ungraded District standards; make changes to report card templates and standards as needed; store term grades for middle and high schools

Prepare and maintain a variety of records, lists and reports related to assigned activities; maintain and update pertinent technical reference materials and vendor information

Maintain backups and archives of SIS data

Operate standard office equipment; drive a vehicle to various sites to conduct work

Manage student email systems, groups, and permissions

OTHER DUTIES:

Assist with management of assigned District web servers such as helpdesk and internal web servers

Perform related duties as assigned

KNOWLEDGE OF:

