

**Roswell Independent School District
Job Description**

Job Title: DATA INTEGRATION SPECIALIST

Reports To: DIRECTOR OF TECHNOLOGY

General Job Description:

Working under general direction of Director of Technology.

Essential Duties and Responsibilities:

1. Plan, organize, develop, implement, and maintain standard procedures and guidelines for data exchange with vendor supplied solutions.
2. Work comfortably within Microsoft SQL server, Windows Server, and Linux environments.
3. Work with other departments as needed to define program sharing rules.
4. Provide CSV solutions where others are not available
5. Provide support for teachers and staff to log in to District and vendor supplied solutions.
6. Assist in facilitating administrative integration of technology including presentations.
7. Provide support for network connections when requested.
8. Provide remote support for users with general computer related problems
9. Knowledge of information technology industry, trends, practices and procedures.
10. Knowledge of Microsoft Office and other commonly used computer programs.
11. Maintain confidentiality with sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Report to work on time and work no less than 7 hours per day.
14. Work independently with very little supervision.
15. May be required to perform other IT related functions/duties as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. Bachelor's degree or higher, or 5 years job experience
2. Valid Drivers' license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

DATA INTEGRATION SPECIALIST (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date