



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Application Specialist I – EFE
Reports To: Assistant Superintendent of Secondary Programming and EMC
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 09/2014
Last Revised Date: 09/2014

Summary:

Specializes in the use and support of user applications utilized by employees working in education in Kalamazoo County local school districts and Kalamazoo RESA for the purpose of collecting, managing and reporting student data. Application specialty includes Student Information database systems knowledge and abilities in exporting, filtering, importing, and reporting information.

Essential Duties and Responsibilities:

- Manage project development from initiation to closure within database systems as we continuously change
- Develop, analyze and generate reports and queries from student information systems for KRESA-EFE staff, EFE instructors, and local school district personnel
- Maintain data in the student data systems i.e. Pinnacle, Synergy, PowerSchool, CTEIS-state student information system, Keytrain and Career Cruising software applications requiring EFE and local school district uploads
- Provide training including documentation for end users of data systems throughout the county as well as KRESA-EFE staff, instructors, Counselors, Attendance Officers
- Work to continuously improve data quality for all schools in the county as well as for EFE and EFA
- Work with EFA and eventually EMC to develop common data practices and protocols
- Deliver technical support for database system issues EFE, EFA, and eventually EMC in a timely fashion
- Maintain computer database systems and participate in statewide, regional wide user groups
- Keep up to date professionally with state and regional updates and trainings
- Develop and maintain annually, EFE and eventually EMC Access database system for membership lists, mailings, report generation, and countywide local district EFE instructor expense tracking
- Develop and maintain system utilizing Google Docs for online recruitment process which eliminates pen paper forms of student data cards, creating reportable data to share with countywide schools for enrollment purposes as well as data analysis
- Serve as a liaison with Kalamazoo RESA, districts and other agencies, providing technical assistance
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Associates degree; or one to three years related experience and/or training; or equivalent combination of education and experience.

Certificates, License, Registration:

If applicable and in particular, related to application of identified software.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence

Maintains confidentiality

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.