



**MILWAUKEE PUBLIC SCHOOLS
OFFICE OF HUMAN CAPITAL**

Administration Building
5225 West Vliet Street
P. O. Box 2181
Milwaukee, WI 53201-2181
Area 414: 475-8205

POSITION DESCRIPTION

JOB TITLE: Technical Coordinator-Information Services Job Class	
DATE	Chief Academic Office Information Services
Pay Range:	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) The Technical Coordinator is responsible for maintaining student data systems and coordinating the technical activities of the Department of Information Services. Supports the Director in the collection and reporting of data about students, educators, schools, and programs from district data bases and assists with processes related to state and federal reporting and data accuracy. Coordinates computerized support for district, State and Federal reporting. Maintains and updates database files, tables and other technical components of a student information system.</p>	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Maintains computer applications and monitors data quality for the student information system (SIS), Data Warehouse and Entity, providing technical assistance as needed.
2. Participates in the development of and coordinates the activities of computerized support for the district's student assignment/enrollment process, including the Chapter 220 program, Open Enrollment and Head Start.
3. Assists the Director in preparation of reports and documents for the membership audit. Makes technical corrections to meet recommendations.
4. Coordinates updates and improvements of computerized statistical reports: ISES, Civil Rights Data Collection, WSN and others.

5. Develops new computer applications as needed to support student records, assignments and enrollments.
6. Supports the technical maintenance, updating and performance of the MPS Data Warehouse.
7. Supports the technical maintenance, updating and performance of the district's Entity, school locations database.
8. Maintains/supports district database files/tables: SAP, the DIME file, attendance area/transportation files, and valid district codes.
9. Collaborates with the Department of Technology on the conversion and configuration activities in new and existing student information systems. Oversees functional testing.
10. Works with the Department of Technology on interfacing add-on applications with current student systems.
11. Provides student data for district and outside requests as necessary.
12. Provides technical support for school data processing staff.
13. Serves as a member on various committees and task forces and completes Department of Information Services technical requests that are a result of the committee work.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision is provided by the Director of Information Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Information Systems, business or a similar field. An associate's degree and equivalent experience can be considered.

Experience Requirements

Three to five years of experience in programming and analysis. Must also understand the sensitivity of

confidential information.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. The ability to apply good diagnostic, analytical and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office to include Word, Excel and Access is necessary.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.