

## SHELBY COUNTY SCHOOLS

**JOB TITLE:** DATA (STI) ADMINISTRATOR and TRAINER  
Central Office

**QUALIFICATIONS:**

1. College Degree at Bachelor's level, teaching certification preferred.
2. Classroom or administrative experience preferred.
3. Ability to perform basic network and computer maintenance.
4. Experience in software application training..
5. High level of skill in supporting end users with application issues in a network environment.
6. Demonstrated ability to plan and coordinate projects.
7. Experience with STI software preferred.
8. Mastery of Microsoft applications
9. Proficiency with Windows 98, 2000, XP, and network printing.
10. Microsoft Certified Professional (MCP), or Microsoft Office User Specialist (MOUS) preferred.
11. Experience in preparing Ala. SDE required reports preferred.
12. Demonstrated ability to work with people as part of a team.
13. Good written and oral communication skills.
14. Valid Alabama driver's license.

**REPORTS TO:** Technology Coordinator

**JOB GOAL:** Support and coordinate the collection, input, auditing and reporting of System data. Conduct training of appropriate staff to ensure the System complies with state and local data management goals. Cross-train within the data management group. Obtain and distribute information from the Ala. State Dept. of Education relative to all required data systems.

**PERFORMANCE RESPONSIBILITIES:**

1. Develop expertise in System data management software.
2. Plan and conduct training on data management software.
3. Plan and conduct data integrity audits and user group meetings.
4. Coordinate the installation, configuration, maintenance, and security of data management software at the System and building levels.
5. Act as the main point of contact between the Alabama State Department of Education and STI, Inc. relative to programmatic changes, additions, upgrades and deadlines.
6. Prepare and distribute reports as needed.
7. Assist in managing the STI data management programs at the System level.
8. Assist various departments in preparing state reports.
9. Act as the back-up for data network support.
10. Document programmatic upgrades, changes, and events.

11. Attend conferences to stay up-to-date on STI programs.
12. Maintain an awareness of current technology trends.
13. Carry out responsibilities in a manner to promote good public relations.
14. Maintain confidentiality of all school-related information.
15. Maintain proper and professional relationship with students and other employees.
16. Be familiar with and follow Board policies.
17. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Twelve-month contract.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board of Education Policy.

**SALARY:** \$58,112.75 - \$67,480.36

**INTERESTED PERSONS SHOULD CONTACT:** Complete the classified application at [www.alsde.edu](http://www.alsde.edu)