

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

JOB TITLE: Developer/Administrator of Special Systems/Webmaster

REPORTS TO: Supervisor of Data Processing

JOB SUMMARY: Develops, administers, and maintains certain district-related special systems. Administers and maintains certain district-related supplemental student and financial systems. Conducts setup and maintenance of backup and recovery procedures of district-related special and supplemental systems. Creates system data reports and makes reports available to end-users. Develops and maintains district web site. Assists school web masters with school web sites and web servers.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develops, administers, and maintains certain district-related special systems based on identified need.
2. Administers and maintains certain supplemental student and financial systems purchased from software vendors.
3. Collects data from internal and external sources to incorporate same in district-related special and supplemental systems as necessary.
4. Backup and recovers procedures related to district-related special and supplemental systems.
5. Troubleshoots and corrects any problems and/or errors related to district-related special and supplemental systems.
6. Updates and/or replaces hardware and software as necessary to increase performance, efficiency, and/or security of district-related special and supplemental systems.
7. Develops reports on district data contained in district-related special and supplemental systems.
8. Meets with administrators, teachers, support staff, and any other end-users to discuss needs, problems, and/or concerns regarding district-related special and supplemental systems.
9. Meets with vendors to discuss hardware and/or software products and review products regarding district-related special and supplemental systems.
10. Assists Supervisor of Data Processing in budget development to support hardware and software used in running district-related special and supplemental systems.
11. Controls end-user access to data regarding district-related special and supplemental systems.
12. Responsible for district web site, both static and dynamic parts.
13. Assists school web masters in developing school web sites.

14. Prepares and maintains school web servers.
15. Performs other duties as assigned by Supervisor of Data Processing.

QUALIFICATIONS: Three or more years work experience with relational database systems or computer programming; experience with using SQL statements for data manipulation and extraction; experience in web site development, both static and dynamic sites; knowledge of various computer technology hardware and software; experience with an educational institution or related experience; four-year degree in computer programming or related field.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month position; Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

7/26/06-bac