# TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

<table>
<thead>
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<th>Position Title:</th>
<th>Information Systems Assistant</th>
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<tr>
<td>Department:</td>
<td>Career/Technical Education</td>
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<td>Reports To:</td>
<td>Computer Specialist</td>
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<tr>
<td>Prepared By:</td>
<td>Jay Ann McDonald</td>
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<tr>
<td>Date:</td>
<td>12/2/97</td>
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<td>Approved By:</td>
<td>Superintendent</td>
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<td>Date:</td>
<td>12/8/97</td>
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<td>Revised By:</td>
<td>Superintendent</td>
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<td>Date:</td>
<td>11/14</td>
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<td>Position Description Revised:</td>
<td>Date(s): 9/1/98, 11/4/99, 11/14</td>
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## SUMMARY:
The Information Systems Assistant originated to assist the ever-increasing workload of the Computer Specialist. The employee may be required to successfully complete training in order to assist with the administration of the computer hardware/software systems being used. This is a TIEA position with salary and benefits as per the contract between TIEA and the TISD Board of Education. This person works up to 8 hours a day; up to 220 days a year. Additional hours/days may be required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Assists in the operation and maintenance of the district's complete network system as instructed.
- Assists with all out-of-house repair and service to computer hardware and peripheral equipment.
- Modifies and/or upgrades current software system programs as requested.
- Develops specialty software systems as requested.
- Maintains thorough knowledge of current technological development in the computer industry.
- Provides training and assistance to TISD staff and to local districts as needed.
- Assists with the library of all developed software systems.
- Assists with the maintenance of specialized software systems for the TTC.
- Possesses thorough knowledge of the district's software programs.
- Maintains thorough knowledge of computer languages, networking, and fiber optics applications.

## SUPERVISORY RESPONSIBILITIES:
None.

## QUALIFICATION 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED). Associate's degree in Data Processing (or two years of equivalent post-secondary training) and/or two years of related work experience and/or demonstrated knowledge of the hardware and software housed at the Tuscola ISD.

## CERTIFICATES, LICENSES, REGISTRATION:
Certificate(s) to administer computer hardware/software (if required by administration).

## LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to speak and present information effectively before administration, staff, and public groups/community.

## MATHEMATICAL SKILLS:
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.
REASONING ABILITY:
Ability to apply a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:
Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to develop effective working relationships with students, staff, and the school community.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires periods of frequent sitting or standing with occasional walking. The employee is also regularly required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. While performing the duties of this job, the employee must occasionally lift or carry up to 50 lbs. The employee occasionally works in confined spaces and/or cramped body positions. Sometimes works irregular or extended work hours.

ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, depending upon daily activity. The employee continuously interacts with the public and other staff and continuously meets multiple demands from several people.

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.