TECHNOLOGY SPECIALIST: DATA ADMINISTRATOR

Last Reviewed October 27, 2025

CLASSIFICATION: Non-Exempt; Full-Time, 12-Month Position, 40 Hours Per Week
REPORTS TO: Executive Director of Technology and Instructional Innovation

SUMMARY:
This position supports student information systems, assessment and reporting platforms, and data integrations across departments to ensure that accurate, accessible information drives continuous improvement.

ESSENTIAL FUNCTIONS:

- **Managing data and systems:** Managing district data and systems through PowerSchool, School Office Pro, ISBE's Student Information System, and various student assessment databases.
- **Data reporting and analysis:** Supporting data collection, validation, and submission processes for state and federal reporting (e.g., SIS, Civil Rights Data Collection, Assessment Data).
- **Maintaining platforms and accounts:** Administering and maintaining Google Education Domains, Avoca Network Accounts, and Avoca Email Accounts (including staff, parents, and group contact databases).
- **Training and support:** Developing and maintaining documentation for data workflows, user permissions, and standard operating procedures. Responding promptly and professionally to staff inquiries and providing training when needed. Troubleshooting and resolving data-related issues in collaboration with vendors and district stakeholders.

JOB DUTIES/RESPONSIBILITIES:

- Management of data, district systems, and databases
    - PowerSchool
    - School Office Pro
    - ISBE's Student Information System
    - Student Assessment Databases
    - Avoca Network Accounts
    - Avoca Email Accounts
    - Google Education Domains
    - Instructional Databases, i.e., Destiny Library System, Think Central, My Big Campus, etc.
- Administer and maintain the District's Student Information System (SIS) to ensure data accuracy, and security
- Oversee data collection, validation, and reporting processes for state and federal submissions (e.g., SIS, Civil Rights Data Collection, Assessment Data)
- Support online registration and standardized testing setup (e.g., MAP Testing)
- Assist with device imaging, deployment, and inventory tracking throughout the school year
- Add, update, and deploy software applications for laptops and iPads
- Configure, image, and maintain devices using JAMF Pro and Apple School Manager
- Maintain and repair printers, copiers, and AV equipment, and order supplies as needed
- Set up and provide AV support for assemblies, concerts, and district meetings

- Provide training and support to office, professional, and instructional staff on technology tools and platforms
- Provide technical support for staff and students, troubleshooting hardware, software, and network issues
- Assist with website updates as needed
- Assist with Tech Department goals as appropriate
- Keep technology equipment organized and accounted for in storage
- Assist with beginning and end of the year laptop/technology distribution/collection
- Research and obtain quotes for needed technology

PREFERRED SKILLS/SYSTEM EXPERIENCE:

- PowerSchool
- ISBE Student Information System
- Google Workspace for Education
- JAMF Pro + Apple School Manager
- Active Directory, Meraki, Fortinet, Securly
- iOS, macOS, and Windows environments
- Web Development + Management

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer
- Standing, bending, kneeling, crouching, and walking
- Some lifting, carrying, pushing, and pulling up to 15 lbs.
- Ability to drive

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Study in job-related area or previous years of experience in job-related area

COMPENSATION + BENEFITS:

- Hourly Rate = $25.00/hour
- IMRF Pension
- Medical Benefits through BCBSIL, Vision and Dental
- Basic Life Insurance
- Optional 403b Contribution/457b Contributions
- Paid Time Off (PTO) = 10 Sick Days; 10 Vacation Days; 2 Personal Days

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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

APPLICATION REQUIREMENTS

All applications must be submitted online through our official application portal. Do not submit applications, résumés, or other supplemental documents outside of the online application system. This includes contacting school staff regarding your application or interest.

Join a district that values innovation, creativity, and service.

Apply today to become part of Avoca's technology team!