



OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229

VACANCY NOTICE

Position: Technology Specialist - Student Information Specialist

Qualifications: Individuals interested in this position should have strong technical skills working with Student Information Systems, preferably Skyward Qmlativ. The ideal candidate would possess the following: minimum Bachelors Degree in Information Technology; proven experience as a student information systems specialist or similar role; excellent communication and interpersonal skills and a demonstrated ability to work successfully with all District stakeholders; experiences reflecting strong organizational skills; solid aptitude for problem solving; interested in continued professional growth.

Job Description: The Technology Specialist reports to the Director of Technology but works closely with all administrative staff to provide support of school initiatives and the needs of the District stakeholders.

The Technology Specialist is responsible among other duties for the following: supporting all Skyward Qmlativ users within the district by offering ongoing support to end-users, addressing issues and resolving queries related to the SIS; generate regular and ad-hoc reports to meet the needs of various stakeholders; oversee user access, security, and permissions; communicate system upgrades and updates to all stakeholders; stay informed about industry best practices and emerging technologies; prepare and manage state reporting, .

As a member of the District's Technology Team, the staff member will also need to develop a strong working relationship with staff throughout the building to provide leadership regarding Student Information training sessions, procedures, protocols and best practices.

Compensation: The Technology Specialist is a 12-month (260 days) position. Salary Range \$70,000-\$85,000. Benefits include: a competitive salary to commensurate with educational background, preparation, and experience; an annual allotment of leave time, including sick, vacation, personal, and professional development leave; and district payment of health, dental, and/or vision (86% self, 76% family) coverage.

Application Process: Screening of applicants will begin immediately.

Current OLCBS employees please go to our website and select employment under "About District 229" menu. Under the Internal Applicant section please select view/apply for internal position

Other applicants should complete an online application and submit the following materials electronically via www.olchs.org (under "About District 229" menu, select "Employment Opportunities"). Letter of interest and resume, including professional references; copies of all relevant job competency certificates/endorsements or college/university transcripts

Posting Date: Posting will remain open until the position is filled.

*Oak Lawn Community High School is an equal opportunity employer.
Dr. Shahe Bagdasarian, Superintendent*