



DeKalb Community Unit School District 428

DeKalb CUSD 428 Job Description

Position Title:	Technology Administrative Assistant
Department:	Technology
Supervisor:	Director of Technology
Calendar:	260 Days
FLSA Status:	Exempt
Affiliation:	Unaffiliated
Date:	June 15, 2026

Objective

The Technology Administrative Assistant is responsible for ensuring efficiency, compliance, and support for technology activities, with a specialized focus on the Skyward Qmlativ ERP (Enterprise Reporting Platform). This position will collaborate with all stakeholders, including but not limited to district staff, technology engineers, Skyward support, and community members/agencies/organizations. The assistant will maintain data related to compliance, security, and Data Governance.

Essential Duties and Responsibilities

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

1. Ensures that all actions comply with established Board policies, as well as the mission, vision, and values defined by the district and the Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities to enhance the ability to perform the essential functions of the job.
4. Assists in the delivery of presentations and training to various stakeholders as required.
5. Participates in Technology meetings.
6. Coordinates workflow and supports departmental activities, often collaborating with other departments.
7. Collaborates with all stakeholders on projects designed to increase efficiency, accuracy, and compliance related to the automation of tasks in the system.
8. Evaluates and determines security membership in accordance with position requirements.
9. Prepares Board agenda items, contracts, presentations, and reports.
10. Oversees and executes the process of support for state and federal guidelines, district objectives, and applicable system best practices.

Qualifications, Education and Experience

1. Experience in Skyward student/finance/HRIS management system, preferred.
2. Knowledge of data governance is required.



DeKalb Community Unit School District 428

3. Knowledge of FERPA, COPPA, and SOPPA.
4. Manage the onboarding and offboarding processes for staff as related to technology.
5. Manage and complete equipment ordering, procurement, and purchase order entry.
6. Manage the P-Card reconciliation process for purchasing.
7. Proficient in the use/application of Google Apps.
8. Managing the frontline keying of data.
9. Supporting staff in the data entry process into the student/finance/HRIS data system.
10. Managing the support ticket process for the student/finance/HRIS data management system.
11. Student/finance/HRIS management system training.
12. Manage security access for student/finance/HRIS management system security access.

Knowledge, Skills and Abilities

1. Ability to communicate fluently, make appropriate decisions, and interact collaboratively with a wide variety of stakeholders.
2. Ability to interpret policies, procedures, and rules that govern technology management and effectively communicate to stakeholders.
3. Knowledge of technology procedures and processes.
4. Ability to conduct research independently, including the ability to plan and implement steps to reach an objective and exercise critical thinking, analysis, and judgment.
5. Ability to tolerate ambiguity; ability to multitask, balancing priorities and seeing each through to high-quality completion.
6. Highly developed human relations skills to facilitate productive and welcoming interaction across multiple and diverse employee groups, as well as external stakeholders at the local, state, national, and international levels.
7. Ability to plan and organize to consistently meet timelines.
8. Knowledge of current data management best practices and support with the ability to analyze and interpret when necessary.
9. Ability to organize, balance, prioritize, and perform anticipating calendars and cycles.
10. Ability to maintain confidentiality when receiving, managing, and storing information of a private and sensitive nature.

Supervisory Responsibility

None

Position TRS/IMRF Eligible

IMRF

Work Environment

This job operates in a professional office environment. This role routinely utilizes standard office computer equipment, including computers, laptops, and servers.



Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Education and Experience

- 11. High school diploma or equivalent required.
- 12. Bachelor's degree in computer science or a relevant area of study, preferred.
- 13. Experience in the PK-12 education system, preferred.
- 14. Five years of experience with data system management, Skyward SMS/Skyward Qmlativ, or an equivalent ERP system, preferred.

Other Duties

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

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.

The physical activity of this position. (Please check all blocks that apply)	
A.	<input type="checkbox"/> Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
B.	<input type="checkbox"/> Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
C.	<input type="checkbox"/> Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
D.	<input type="checkbox"/> Kneeling. Bending legs at knee to come to a rest on knee or knees.



E.	<input type="checkbox"/> Crouching. Bending the body downward and forward by bending leg and spine.
F.	<input type="checkbox"/> Crawling. Moving about on hands and knees or hands and feet.
G.	<input type="checkbox"/> Reaching. Extending hand(s) and arm(s) in any direction.
H.	<input type="checkbox"/> Standing. Particularly for sustained periods of time.
I.	<input type="checkbox"/> Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
J.	<input type="checkbox"/> Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
K.	<input type="checkbox"/> Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
L.	<input type="checkbox"/> Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
M.	<input checked="" type="checkbox"/> Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
N.	<input checked="" type="checkbox"/> Grasping. Applying pressure to an object with the fingers and palm.
O.	<input type="checkbox"/> Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
P.	<input checked="" type="checkbox"/> Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
Q.	<input checked="" type="checkbox"/> Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
R.	<input checked="" type="checkbox"/> Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position. (Please check only one block)



A.	<input checked="" type="checkbox"/> Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
B.	<input type="checkbox"/> Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
C.	<input type="checkbox"/> Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
D.	<input type="checkbox"/> Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
E.	<input type="checkbox"/> Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)

A.	<input checked="" type="checkbox"/> The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
B.	<input type="checkbox"/> The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
C.	<input type="checkbox"/> The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
D.	<input type="checkbox"/> The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

The conditions the worker will be subject to in this position. (Please check all blocks that apply)



A.	<input type="checkbox"/> The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
B.	<input type="checkbox"/> The worker is subject to outside environmental conditions. No effective protection from the weather.
C.	<input type="checkbox"/> The worker is subject to both environmental conditions. Activities occur inside and outside.
D.	<input type="checkbox"/> The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
E.	<input type="checkbox"/> The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
F.	<input type="checkbox"/> The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
G.	<input type="checkbox"/> The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
H.	<input type="checkbox"/> The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
I.	<input type="checkbox"/> The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
J.	<input type="checkbox"/> The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
K.	<input type="checkbox"/> The worker is required to function in narrow aisles or passageways.
L.	<input checked="" type="checkbox"/> None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures

This job description has been approved by all levels of management:

Supervisor Name: ___Benjamin Bayle_____



**DeKalb Community Unit
School District 428**

Signature: _____ Date: [Click or tap to enter a date.](#)

HR Representative: _____

Signature: _____ Date: [Click or tap to enter a date.](#)

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: [Click or tap to enter a date.](#)