Prosper ISD
Systems Administrator - Technology (2022-2023) (2798)

JOB POSTING

Job Details

Title	**Systems Administrator - Technology (2022-2023)**
Posting ID	**2798**
Description	

Primary Purpose:

The Systems Administrator will manage and maintain enterprise applications and systems, including the support of data integration from Student Information Systems (SIS) and Human Resource Information Systems (HRIS). Duties will also include support of Prosper ISD's Laserfiche enterprise content management system including the creation of workflows, forms, and management of users and processes. Additionally, the administrator will provide backup support for other systems administrators.

Qualifications

Education/Certification

Bachelor's degree in computer-related field (preferred), or equivalent work experience
MCSE (Microsoft Certified Solutions Expert) Certification (preferred), or equivalent experience

Required Knowledge/Skills

Ability to implement and manage enterprise application systems
Ability to develop reports from enterprise instructional and business systems
Experience with logic-based programming languages.
Detail-oriented understanding of technical content to create, maintain and update technical documents and systems
Knowledge of Microsoft systems administration tools and Active Directory.
Ability to effectively communicate between application systems vendors and PISD staff Strong organizational, communication, and interpersonal skills

Preferred Knowledge/Skills

- Experience with ID Automation's Rapid Identity product suite or other identity management solutions
- Experience with implementing and maintaining SAML Single Sign-on
- Experience with Laserfiche Enterprise Content Management System
- Knowledge of Microsoft SQL programming, administration, and automation
- Knowledge of Skyward Student Information System and Finance Information System
- Knowledge of Ascender Business Management Suite
- Knowledge of network hardware and software applications including, but not limited to network servers, printers, and application appliances
- Knowledge of Account Lifecycle Automation, specifically in the areas of Microsoft AD and Google
- Ability to work with multiple operating systems and network protocols
- Ability to analyze and resolve computer network and application systems problems
- Knowledge of enterprise monitoring and reporting systems
- Knowledge of data privacy, data privacy agreements, and data governance regarding PISD applications and third-party integrations

Experience

Experience with a medium to a large educational organization that has experienced growth (preferred). Experience maintaining and/or managing enterprise-wide applications. Experience to include, but is not limited to Laserfiche enterprise content management systems, data integration tools such as Clever or Classlink, or reporting tools.

Major Responsibilities and Duties

Application Management and Data Integration

1. Advise and recommend solutions to address district technology needs, including the evaluation of hardware and software and the management of information relating to curricular and educational business functions.
2. Assist with the coordination of support between vendors and service organizations and district staff, including programming, application support, and end-user support related to instructional and data systems.
3. Support the work of securing and maintaining data privacy standards and agreements between vendors and PISD in the interest of protecting the privacy of students and staff.
4. Administering Laserfiche ECM suite, focusing on business process automation, records

management, end-user support, and system maintenance.

5. Work cooperatively with technology personnel on major projects to ensure the attainment of the district and department goals and objectives.

6. Oversee and coordinate a continuing evaluation of information and technology services related to instructional and data administration and implement changes based on the findings.

Policy, Reports, and Law

7. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.

8. Compile, maintain, and file all physical and computerized reports, records, and other documents as required. Budget and Inventory

9. Recommend technology services, solutions, and programs that are cost-effective.

10. Recommend budget and cost estimates based upon documented program needs.

11. Recommend district migration of equipment based on industry standards and district application requirements.

Other

12. Attend training activities as necessary to stay current on technology innovations and methodologies.

13. Recommend training options and improvement plans to ensure exemplary technology operations and services.

14. Duties as assigned by the Director of Technology Network Services.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions and the prolonged use of computer equipment will be required. Lifting and moving of heavy equipment; stooping, bending, and kneeling may be required. Additionally, occasional prolonged and irregular hours may be required. Some duties may require staff to be on-call 24 hours a day.

Shift Type	**Full-Time**
Salary Range	**Per Year**
Location	**Technology**

Applications Accepted

Start Date	**05/23/2022**