

## **Princeton City School District Job Description**

**Job Title:** Data Support Specialist  
**Reports to:** Director of Technology  
**FLSA Status:** Exempt  
**Revised Date:** Feb12, 2024

### **GENERAL DESCRIPTION**

The Data Support Specialist will carry out, with the highest degree of accuracy and neatness, all facets of the data support operation with minimal supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Does design, write and implement systems or programs as needed.
- Is responsible for the security of data and the documentation of programs written or modified.
- Does assist in training employees to use new and existing computer software and hardware.
- Creating and maintain user accounts.
- Does keep inventory of supplies and requisitions replacements in a timely manner.
- Is responsible for scheduling computer use for all services provided.
- Does keep written departmental records.
- Does perform or assist with other duties as assigned.

### **QUALIFICATIONS**

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. Knowledge of the district selected software is required.

- Must have at least one year of experience with data processing.
- Must have effective training skills.
- Must satisfy all job-related attendance requirements.
- Must satisfy all job-related medical and physical ability standards procedures.
- Must satisfy all job-related training requirements.
- Must be suited for situations that require the ability to work in one place for long periods of time.
- Must be suited for situations that require adherence to rules and procedures, and also flexibility to use own code of ethics in decision-making.
- Must be suited for situations that require the ability to be highly organized and attentive to detail.
- Must be suited for situations that require a high amount of socializing and interaction with people.
- Must be able to tolerate and deal with trying circumstances of the job and factors hereto.

## **DATA SUPPORT SPECIALIST (continued)**

- Must be suited for situations that require helping or serving others, as well as the ability to express one's own thoughts and ideas to others.
- Must be suited for situations that require the ability to personally excel as well as work as part of a team on an interactive basis.
- Must be suited for situations that require the ability to be sensitive and empathic and to also handle average stress, tension, pressure, criticism and rejection.
- Must have the ability to perform duties with awareness of district requirements and Board of Education policies.

## **EQUIPMENT**

Computer, printer, telephone and copier

## **CERTIFICATES, LICENSES, REGISTRATIONS**

High School diploma is required.

## **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities with this position.

## **LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of 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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

## **PHYSICAL ABILITIES**

Sitting endurance	High	240 minutes
Manual dexterity	High	
Wrist-finger speed	High	
Near vision	High	
Speech clarity	High	
Mid-handling strength		40 pounds

## **DATA SUPPORT SPECIALIST (continued)**

### **WORK 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 moderate to high.

- Works in noisy areas *Occasionally*.

### **TERMS OF EMPLOYMENT**

Salary and work year to be established by the Board of Education.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

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