

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Administrative Platform Specialist **Department:** Instruction

Grade: Teacher Schedule

Days Per Year: 260/12 month

Job Description

Date Reviewed: February 2021

Reports To: Director of Accountability

This position is paid through ESSER grant funding

Purpose of Job

The purpose of this job is to monitor, support, and evaluate issues and solutions for instructional and grading software. Will support in correcting gradebook errors to maintain accurate data for EdFi. Will support and troubleshoot learning management systems and programs.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains a working relationship between the designated senior computer programmer in order to assist with EdFi to maintain gradebook data accuracy
- Provides support and troubleshooting for online learning management systems and programs. Such as:
 - Course, teacher, and student alignment
 - Content updates
 - Liaison between learning management system providers and district
- Identify and communicate with appropriate personnel the root cause of issues within learning management systems and PowerTeacher Pro (i.e., gradebook errors, EdFi compliance, scheduling conflicts)
- Maintain a working relationship with the district SIS Coordinator and internal programmers in order to assist with any revisions or program updates that need to be communicated or supported.

- Provides assistance to principals, teachers, counselors, senior leadership team, senior instructional team on working with learning management systems, student information systems, and instructional software systems.
- Duties require supporting school personnel responsible for working in the SIS system or with instructional software through appropriate trainings and individual real time support.
- Maintain a working relationship with the Technology Integration Coaches in order to assist with any gradebook errors and corrections that need to be addressed.
- Maintain a knowledge of various computer software programs and operating systems in order to assist school personnel.
- Utilizes PowerSchool, Microsoft Word, Excel, Power Point, SchoolsPLP, Canvas, G-Suite for Education products, Screencasting software, Web Conferencing software, Various Web Browsers, (Safari, Firefox, Chrome, and Edge) and e-mail to support instruction and student support needs.
- Sets up and types from copy or rough draft letters, memoranda, or other materials.
- Assembles materials, composes, and types, emails, and faxes routine correspondences, reports, and other materials.
- Operates several types of standard office equipment including portable scanners and iPads.
- Provides a variety of routine information to the public on request through telephone, email, and in-person correspondence.
- Greets visitors, ascertains nature of business and conducts visitors to appropriate person.
- Establishes and maintains a filing system for various types of records, forms, correspondence and student support materials.
- Assists staff as required in making arrangements for meetings, scheduling appointments, setting up transportation plans for events and travel plans for programs, etc.
- Answers telephone and provide information or direct calls/messages to appropriate personnel.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education required. Minimum of five years successful classroom teaching experience. Technology training/online learning experience required. Technology certification preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Platform Specialist. Has general knowledge of attendance, enrollment, assessment, descriptive and inferential statistics and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department.

Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have proficient organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, typewriters, copiers, adding machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently.

Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Platform Specialist. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Platform Specialist.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Administrative Platform Specialist.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date