

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Administrative Platform Specialist

Department: Instruction

Calendar: 260 days/12 months

Grade: Teacher Schedule

Job Description

Date Reviewed: December 2021

Reports To: Director of Accountability

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 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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;

- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

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

Employee's Munis Number

Date