

SOUTH SIOUX CITY COMMUNITY SCHOOLS

INTEGRATED LEARNING SYSTEM (ILS) COORDINATOR

Reports to:	Director of Technology
Classification:	Non-Certified
FLSA Status:	Non-Exempt
Terms of Employment:	Days according to school calendar as approved by Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY

- Provide technical and program assistance to users of computer based Integrated Learning Systems.

WORKING CONDITIONS

- Travel between district buildings and classrooms.
- Working conditions are normal for an office/classroom environment.
- Work requires extensive work using a computer.

PERFORMANCE RESPONSIBILITIES

- Provide Odyssey training classes and workshops for teachers and staff.
- Provide hands-on support and assistance in converting from PLATO to Odyssey from Compass Learning.
- Troubleshoot computer workstations on site and at remote stations.
- Maintain student enrollment deletions and change data in Odyssey.
- Perform routine preventative maintenance and software upgrades as specified by Compass Learning and management.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- High School Diploma, or equivalent, and at least one year of computer systems experience involving technical support; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.
- Associates Degree in Information Systems is preferred.
- Non-certified position; Nebraska Administrative and Supervisory Certificate are not required.

REQUIRED KNOWLEDGE AND SKILLS

- Basic computer skills to maintain and troubleshoot hardware, network, and software.
- Knowledge of Databases, PowerPoint, Excel, Word and SharePoint.
- Integrated Learning Systems knowledge or experience a plus.
- Ability to collaborate with school and district facilitators regarding use and development of the new Integrated Learning System.
- Requires the ability to speak and/or signal people to convey or exchange information.
- Listening skills.
- Organizational and time management skills.
- Flexibility.
- Regular, dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

**Physical Requirements
Integrated Learning System (ILS) Coordinator**

E = Essential
NE = Non-Essential

	E Item is not a requirement of the job N	E Occasional – up to 33% of time N	E Occasional/Essential -- up to 33% of time, absolutely essential to the job E	E Frequent -- between 34% - 66% E	E Continuous -- over 66% of time E
Stamina					
1. Sitting				X	
2. Walking				X	
3. Standing			X		
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person			X		
6. Bending or twisting at the trunk more than the average person			X		
7. Squatting/Stooping/Kneeling			X		
8. Reaching above the head		X			
9. Reaching forward			X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16. Finger dexterity (typing or putting a nut on a bolt)			X		
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					

23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				