

Computer Services Consultant

Reports to: Management Designee in Assigned Dept.

Classification: Salaried

Date: April 2006

Job Summary

Assists in the implementation of the Computer Services Program goals and objectives. The Computer Services Program provides administrative and other data processing support services to the schools served by the Grant Wood AEA and to Grant Wood AEA and assists the users in meeting their assessed needs for computer services.

Qualifications

1. Bachelor's degree, preferable in math, science, and/or computer science.
2. Communicative skills sufficient to establish and maintain rapport with school administrators and school business officials.
3. Minimum of five years successful experience in working with computer related educational activities.
4. Knowledge and experience with school administrative computer applications.

Essential Functions

1. Supports total school/community efforts to create a positive learning environment for students/children.
2. Serves as liaison among AEA, district building(s), families and community and collaborates with various teams to assure positive outcomes for all learners.
3. Provides ongoing support to educational staff related to applicable rules and laws.
4. Integrates research into the design of best practices.
5. Consults with administrators regarding best practices for classroom and building educational programs.
6. Follows policies, procedures, standards and rules in accordance with national and state laws, the Iowa Dept of Education and GWAEA, which includes, but is not limited to, developing and maintaining proper and adequate records and documentation.

Additional Responsibilities

1. Participates in projects, committees or activities to support the Agency's mission, goals and priorities.
2. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
3. Conveys a positive and professional image to staff and public.
4. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPAA, etc).
5. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
6. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively with others and independently as appropriate.
3. Ability and willingness to be flexible and respond to the changing needs of clients and the Agency.
4. Ability to integrate educational theory, research and expertise into appropriate practices for local contexts, in a service style that facilitates positive change and continuous improvement.
5. Effective presentation and group facilitation skills.
6. Ability to use data to make educationally sound decisions.
7. Knowledge of applicable rules and laws that govern educational decisions.

8. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.
9. Knowledge of best practices and standards in content area.
10. Ability to access resources (print, electronic, personnel).
11. Effective collaborative problem solving skills.

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Physical Requirements

1. Ability to travel between schools/sites served.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can't always be anticipated.

EOE/M-F-H-V