



REVISED:
08/27/2012

JOB TITLE:	SENIOR MICRO SOFTWARE ANALYST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8558
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical consultation, training and support to the Computer Education Support staff to apply technology in instruction and to provide technology professional development. Possesses an in-depth knowledge of the major brands of microcomputers, as well as the associated peripherals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides consultation, training and support to the Computer Education Support staff on instructional technology issues and projects

Provides training on technical issues for the School Technology Coordinators at each instructional location as needed for them to complete their duties

Evaluates microcomputers, software and peripherals for possible use in instructional settings

Oversees technical training for district priority software in instructional settings

Interfaces with Management Information Systems and Digital Technology on hardware and software issues relating to the instructional use of microcomputers

Coordinates work of the computer lab technicians and student interns at Computer Education Support

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science

Microcomputer applications and networking software experience

Verbal and written communications skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in education

Experience in micro educational system applications