Rialto Unified School District

APPLICATION SPECIALIST

DEFINITION
Under general supervision assist in the implementation, operations and maintenance of District Information Technology applications (both commercial and District developed), and provides support and training of those applications; develops and completes basic programming tasks and develop complex reports in support of District needs; troubleshoots and provide answers to support questions; analyze problems, evaluates alternative and devises efficient solutions to application related needs; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES
- acts as a liaison between District application users, and Information Technology staff
- assist in the implementation, maintenance and operations of District applications and support systems
- responsible for all state/federal reporting
- provides technical support developing solutions for user-related problems and application systems
- provides details about data and data relationships to help prepare specifications for collecting, maintaining and reporting information
- reviews and develops course content, prepare instructional materials and provide application specific training
- organizes and prepares application software documentation, procedural documentation and operation instructions
- communicates data requirements to appropriate department/site personnel
- uses group collaboration platforms to facilitate user interaction, file sharing and support
- designs, develops and produces standardized and custom reports according to legal and/or user specifications for the District using a variety of software applications
- creates, schedules and documents custom extracts and ad hoc reports
- serves as a technical resource and lead support specialist for District employees using applications systems
- evaluates data and reports to maintain quality control
- participates in complex data information systems projects and assist with state reporting
- maintains knowledge of changes to current state and governmental agencies reporting requirements through District provided in-services and trainings
- responsible for finding and correcting data anomalies within the student information system necessary to complete state/federal reporting requirements for the California Department of Education (CDE) and the United States Department of Education
- helps meet the expectations for timely, accurate and consistent generated data