



QUINCY PUBLIC SCHOOLS

Kevin W. Mulvey, Esquire
Deputy Superintendent
34 Coddington Street, Quincy, MA 02169
617.984.8766
kevinmulvey@quincypublicschools.com

Richard DeCristofaro, Ed.D., Superintendent

TO: All Clerical Personnel

September 6, 2019

FROM: Kevin W. Mulvey 

RE: Assistant to IT Data Coordinator

Department: Information Technology

This is to notify you that a vacancy exists for a permanent full-time Assistant to IT Data Coordinator (previously Assistant to Coordinator of Data Processing).

Summary: Works in conjunction with IT Data Coordinator, IT Systems Administrator, Data Support and Technical Supervisor and other IT staff to ensure smooth operation of Aspen Quincy's Student Information System. Including support to all Quincy Public Schools staff in both Administration, Education and schools buildings to help ensure that all Federal, State and Local deadlines for student reporting are met and accurate data quality is maintained.

Responsible for working in conjunction with IT Data Coordinator for:

- Timely submission of all Department of Secondary and Elementary Education reporting requirements including but not limited to SIMS, EPIMS (Staff roster records and work assignments), SCS, SSDR and Federal CRDC. Completion of state reporting requires working with various Quincy Public School personnel (Principals, Assistant Principals, Deans, Student Support, Secretaries, Special Education, Food Service and often Educators to ensure the accuracy and integrity of data.
- Organizing and supporting annual High School, Middle School and Elementary scheduling. Training for Aspen Build tasks associated with mass scheduling of schools. Works to ensure that all timeline assignments and deadlines are met and that data accurately generates usable student rosters for the Aspen Gradebook. Assist with walk-in daily scheduling issues. Helps ensure that elementary standards are updated and maintained for each school.
- Aspen database backup, Year End Rollover and committing schedules in a timely manner for opening of school each September. Requires coordination with IT Systems Administrator for backup and state of Aspen database for the population of extraneous educational software.
- Developing grade and interim posting calendars together with the Systems Administrator who coordinates grade reporting printing and publishing. Must be able to generate and publish Interim Reports and Report Cards at all levels, as well as support educators to troubleshoot posting issues. Also, support the IT Systems Administrator generating timely summer school notifications.

Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

- Providing technical assistance and act as resource person for all school personnel. Assists school staff for usage of current computer applications and/or modules.
- Developing the High School POS and Pathways documents, High School course catalogs are updated and maintained, High School academic tracks are maintained together with teacher recommendation tables and packages annually for High School Online Course Requests.
- Participating at School Open House and Parent Information Nights as needed to improve communication between Family and School and perform Aspen Portal demonstration and instruction.
- For developing reports as needed by the Superintendent's Leadership Team and other Administrators, which includes accurate and professional appearance of all output.
- Supports IT Systems Administrator for maintaining student and staff data, plus help desk for extraneous software that utilizes Student Information Systems data.
- Supports IT Technology Liaison, Data Support and Technical Supervisor with help desk and training of QPS personnel, primarily clerical staff responsible for maintaining student data, enrollment and attendance plus staff work assignments and attendance.
- Works in together with the City IT staff, the IT System Administrator to confirm data access and backup is maintained plus servers and hardware necessary for operating Quincy's SIS is operational and up-to-date.
- Performing any other duties and tasks as assigned by IT Data Coordinator or QPS Administrator.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree or Associates degree plus 5 years' experience as an Information Student Reporting Specialist
2. Exceptional knowledge of Microsoft Office programs including writing Macros, formulas, data queries, mail merge
3. Knowledge of Javasoft iReport report developer utilizing Aspen as a data source, and/or knowledge of report writers such as Crystal Reports or Microsoft Access to create new reports.
4. Excellent interpersonal, verbal and written communication skills
5. Excellent editing skills
6. Ability to read and/or write programming languages such as java and XML to understand or debug procedures as well as modify or create new Reports for use within Aspen.
7. Ability to prioritize and execute tasks in time-sensitive situations with a keen attention to detail
8. Ability to define and solve practical problems, and create accurate, validated reporting for making decisions; perform in-depth analysis and projection necessary for integration or to implement new functionality and/or software modules, not limited to the Aspen Student Information System.
9. Must be able to handle multiple projects simultaneously and meet overlapping deadlines plus adapt to interruption and multi-task in a fast paced environment handling multiple projects simultaneously. May be directly responsible for projects or data
10. Self-starter with exceptional ability to identify and solve problems and work independently.

11. Flexible in daily work schedule to meet QPS and DESE deadlines as needs demand.
12. Demonstrated uncompromising level of integrity and code of ethics, and ability to maintain a high degree of confidentiality
13. Ability to pass a thorough background check

Follett Aspen software experience a plus, especially ability to develop Queries, Filters, Field sets, Quick Reports, Quick Charts and Quick Letters, Imports, Exports plus developing and/or scheduling Procedures.

Reports to IT Data Coordinator and Executive Director of Career Education and Instructional Technology.

Compensation: This position is for fifty-two (52) weeks per year. Salary will be the Level 5 of the current agreement between the Quincy School Committee and the Quincy Education Employees Union.

Interested parties must apply in writing on or before Friday, September 20, 2019, to Kevin W. Mulvey, Deputy Superintendent at the above address.