KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVAL APRIL 2024
RANGE: 58.5
CLASSIFIED
CODE: 3, 7

EDUCATIONAL SYSTEMS SPECIALIST

DEFINITION
Under general direction, the Educational Systems Specialist is responsible for undertaking broad and complex assignments in support of the school district server and systems infrastructure. The Educational Systems Specialist will provide support to school districts that the Kern County Superintendent of Schools serves with the installation and administration of Server and Database Systems to streamline data processes and server infrastructure whether on premises or in the cloud.

EXAMPLES OF DUTIES
Provide planning, solutions, implementation, documentation and support of technologies that support district initiatives and students;

install, monitor, and maintain servers using Linux, Windows, and other operating systems;

assist with installation, monitoring, maintenance and support of network, wireless, and firewall equipment and systems;

manage and administer servers supporting education systems, ensuring optimal performance, security, and reliability;

oversee the configuration and maintenance of the Student Information System used by districts that are supported by KCSOS;

design, install, monitor and maintain virtualized systems;

work with data processing personnel on various data systems such as student information systems and databases;

design, implement, and maintain automated data processes for seamless integration of various education systems;

develop scripts and workflows to streamline data transfer and synchronization between different platforms;

collaborate with cross-functional teams to identify opportunities for process automation and optimization;

support the maintenance and functionality of data automations to support student learning and seamless onboarding of students;

provide planning, solutions, implementation and support of cloud systems technologies;

apply a comprehensive understanding of the NIST Framework and CIS controls to enhance the security posture of education systems;

conduct regular security assessments, audits, and vulnerability scans to identify and address potential risks;

develop and enforce security policies, ensuring compliance with industry standards;

perform other related duties as assigned.

QUALIFICATIONS
Knowledge of:
Supporting, configuring and optimizing systems for district staff;

installation, configuration and optimization of systems in educational setting including servers, databases, and student information systems;

systems and data automation using various languages; SQL,Python and Powershell;

systems administration/support of Google, Active Directory and/or Open Source Directory Services on premises and/or in a cloud environment;

transitioning from Microsoft Access Databases to SQL Database structures;

cloud-based technologies and systems;

enterprise network functionality and fundamentals;

installation, daily operation and maintenance of Microsoft and/or based application servers;

NIST framework and CIS controls as it relates to educational systems;

MTSS, PBIS, and UDL concepts preferred.

Ability to:
Multitask in a busy environment;

plan, organize and interpret complex policies and procedures;

display strong interpersonal and leadership skills;

effectively communicate with all levels of personnel;

coordinate and facilitate group activities;

utilize critical thinking skills to perform tasks with efficiency, accuracy and attention to detail;

maintain a high level of ethical behavior and confidentiality of information;

keep abreast of new technologies and share knowledge with colleagues and end-users;

bend, stoop, crawl, reach and work overhead, lift 50 pounds;

maintain strong analytical and organizational skills.

Experience:
Four (4) years of experience directly providing technology support.

Must have four (4) years combined experience in the designing and deployment of data systems, server equipment and software, and student information systems.

Must have at least two (2) years of experience supporting automation of data, design, and operating experience with Windows Servers, design and operating cloud systems, virtualized server environments, and Storage Area Networks (SAN).

Prior experience directly supporting technology in a school district or classroom preferred.

Project management experience desired.

Work in a school district and/or classroom environment preferred.

Education:
A Bachelor's degree from an accredited institution with major coursework in Computer Information Systems, Information Networking, Telecommunications, Computer Science or a related field required.

Four (4) years of experience over and above the minimum requirements can be substituted for the bachelor's degree.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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