Job Title	Systems Application Specialist	**Job Title Code**	182225
Reports to	Technology Manager	**Wage/Hour Status**	Exempt
Dept/School	IT	**Pay Grade**	504
		Date Revised	March 19, 2025

Primary Purpose

Provide support and training on district technology systems, applications, and software solutions. Maintain web platforms, applications and resources to optimize district operations. Administers systems integrations, data analytics, business intelligence, reporting and process improvements.

Education/Certification

- Bachelor's degree in Computer Science, Information Technology, Systems, Business or related field (preferred)

Special Knowledge/Skills

- Knowledgeable in database management, application development & support, and business intelligence tools.
- Analytical and problem-solving skills for application software and system processes.
- Knowledgeable in web-based development, SQL, data analysis, and enterprise application security.
- Ability to design, develop, and implement professional web and application solutions.
- Knowledge of business processes, workflow administration, and system integration.
- Good communication, collaboration, and interpersonal skills for cross-functional teamwork.
- Ability to manage multiple priorities, adapt to change, and maintain customer-focused service.
- Knowledgeable in Microsoft Office Suite, Google Suite, web-based tools, Learning Management Systems, SharePoint, and content management systems.
- Skilled in graphics, multimedia, and other presentations and web design and development.
- Ability to develop and perform staff development, training & materials, presentations, and process optimization.
- Experience with SQL programming, MS SQL databases, Python, and Power BI (preferred).
- Creative thinker with a proactive, problem-solving mindset and a commitment to continuous learning.

Major Responsibilities and Duties

Systems & Application Development & Support

1. Design, develop, test, and deploy application solutions that align with district and department needs.
2. Maintain and enhance existing systems/applications by troubleshooting issues and implementing improvements.
3. Ensure system applications are secure, scalable, and optimized for performance.

Database Management & Business Intelligence

4. Provide technical support and training to users on enterprise systems, applications and tools.
5. Administer, maintain, and optimize relational databases, including MS SQL databases.
6. Develop and execute SQL queries, stored procedures, and data integrations to support business needs.
7. Utilize business intelligence tools such as Power BI to develop dashboards, reports, and data visualizations.

Web & System Development/Maintenance

8. Analyze system data to improve workflow efficiency, reporting accuracy, and decision-making.
9. Develop and maintain web-based applications, portals, and online resources to support district functions.

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10. Ensure compatibility, security, and usability of web applications across different platforms.
11. Utilize HTML, CSS, JavaScript, and modern frameworks for responsive web design and development.

System Integration & Workflow Administration
12. Integrate third-party applications and APIs for enhanced functionality and automation.
13. Assess and implement workflow automation to improve system efficiency.
14. Collaborate with IT teams to ensure seamless integration of applications with existing enterprise systems.
15. Manage and support content management systems (CMS) and Learning Management Systems (LMS).
16. Maintain proper documentation of system configurations, processes, and troubleshooting guidelines.

Cross-Functional Collaboration & Communication
17. Work closely with district departments, leadership, and stakeholders to understand district needs and system requirements.
18. Provide recommendations and insights to improve system processes and technology utilization.
19. Conduct training sessions, presentations, and documentation for end-users and technical teams.
20. Supports financial, HR, student information, and enterprise systems, ensuring seamless operations across the district.
21. Work with teams and stakeholders on system enhancements and troubleshooting.
22. Facilitate knowledge-sharing across teams to enhance productivity and application effectiveness.

Security & Compliance
23. Ensure enterprise applications adhere to security best practices, including user access controls and data privacy regulations.
24. Monitor system activity to identify vulnerabilities and recommend enhancements.
25. Stay updated on cybersecurity trends and implement strategies to mitigate risks.
26. Ensure compliance with district policies, state regulations, and industry standards.

Project & Task Management
27. Assists with multiple projects and priorities, ensuring timely delivery of solutions.
28. Adapt to changing business needs and technical requirements with a proactive approach.
29. Document project progress, milestones, and post-implementation reviews for continuous improvement.

Additional Responsibilities
30. Sustain and adhere to IT Professional's Code of Ethics and Standards of Conduct.
31. Maintain accurate records, reports, and documentation as required.
32. Provide optimal customer service to all students, employees, parents, community members and stakeholders and assists in community awareness of district technological goals and programs.
33. Stay up-to-date with industry trends, emerging technologies, and best practices in system development, database management, and business intelligence.
34. Provide a friendly, safe, timely, quality driven setting responsive to the district and community needs.
35. Supports the goals and objectives of the district and complies with policies established by federal and state law, State Board of Education rule, and local board policy.
36. Proactively research and implement innovative solutions that enhance district operations.
37. Support a culture of continuous improvement through process optimization and efficiency-driven initiatives.
38. Upholds and adheres to safety rules and polices of the EPISD ISD safety program.
39. Attends work on a regular and routine basis to avoid disruption to district technology operations.
40. Perform other duties as assigned by the supervisor.

Supervisory Responsibilities
None

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
- Maintains emotional control under stress, repetitive hand motions and prolonged use of the computer. Occasionally prolonged and irregular hours. Frequent districtwide travel; Work with frequent interruptions.

Terms of Employment
226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____