

Michael Hinojosa, Ed.D.
Superintendent of Schools



Date: January 26, 2010
From: Human Resources
Subject: Vacancy—Job #8974055147 (226 Days)
Specialist IV - Specialized Data Management Support (SDMS)
Management Information Systems
(If you previously applied, need not reapply)

QUALIFICATIONS

- Bachelor's Degree from an accredited university in Education, Technology or a directly related field
- Four years of administration, teaching, special education, and/or professional development experience
- Must have surveying interpersonal and operational planning skills
- Proficient in the use of e-mail, Windows, and Microsoft Office Professional
- Knowledge of Special Education and ENCORE software
- Ability to communicate in a concise, professional manner, both orally and writing

BASIC FUNCTIONS

- Develop and implement training and support materials for SDMS ENCORE applications for users
- Support the user community in their understanding of how ENCORE supports the overall education process
- Support the user community in their understanding of how ENCORE can be utilized to capture data and manage the education process
- Assist users in the development and implementation of correct data entry procedures
- Maintain the SDMS Web page
- Conduct focus groups annual user satisfaction surveys to identify potential Encore training issues
- Assist with testing new applications and changes to the Encore software
- Collaborate with Special Education, Student Services, Multilingual Education Programs, Discipline and other Dallas ISD groups to identify and plan for software changes and training opportunities
- Perform all duties relating to the IDEA B grant at 100%
- Perform all other tasks and duties as assigned

Minimum	Midpoint	Maximum
\$44,000	\$59,842	\$75,684

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the executive director – Human Resources. This position is funded by the IDEA B Form grant. Federally funded personnel must comply with time and effort reporting requirements through personnel activity reports or periodic certifications, as appropriate.

Email resume and cover letter specifying particular position and posting # to:

centralresumes@dallasisd.org WORD FORMAT ONLY

Application Deadline: February 9, 2010 by 4:30 p.m.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H