



JOB DESCRIPTION

Professional Development Eduphoria Systems Manager

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The Professional Development Eduphoria Systems Manager, under the direct supervision of the Professional Development Specialist(s) and Executive Director of Elementary Curriculum, contributes to and supports the efficient operation of the Professional Development office, and assumes the clerical and secretarial functions of the office to aide in the support of the Professional Development Department (PreK-12).

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Proficient knowledge of Micro Soft Office Suite
- Three years of clerical and technology experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Requires a level of knowledge and technology
- Ability to learn Adobe Acrobat Professional and Adobe Design

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to meet established deadlines
- Effective organizational, communication and interpersonal skills
- Proficiency in typing, keyboarding, and file maintenance
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

DUTIES AND RESPONSIBILITIES:

1. Organizes and enters submitted courses into system.
2. Schedules classes into system.
3. Maintains rosters and enrollments.
4. Creates certificates.
5. Coordinates multi-departmentally to have Eduphoria issues corrected.
6. "Helpdesk" assists users in navigating and using Eduphoria system via email and telephone.
7. Serves as webmaster for professional development office.
8. Schedules ERC room reservations and confirms with requestor.
9. Coordinates ERC room reservations.
10. Assists users in navigating JISD website and using online reservation system; via phone and in person.
11. Responsible for maintaining curriculum equipment and clerical duties as required for the Secondary Professional Development office.
12. Maintains Professional Development Library.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, interpret procedures, reason, read, understand verbal instructions, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb, reach, repetitive hand motions, hear and speak.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Personal computer and basic office equipment

Paraprofessional Pay Grade: 5

Days: 226

Wage/Hour Status: Nonexempt

Updated: February 22, 2010

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.