

PANHANDLE AREA EDUCATIONAL CONSORTIUM

JOB DESCRIPTION

GATEWAY COORDINATOR – BTSS - GATEWAY

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or degree and possession of specialized skills and expertise required by job function.
- (2) Minimum of **five (5)** years' experience in programming/analyst.
- (3) Minimum of three (3) years experience working with consortium staff, district staff and / or teachers, systems and / or Department of Education staff and / or three (3) years experience working in technology preferably in the educational setting, and/or three (3) years experience as a project leader.
- (4) Experience in management of application program environment.
- (5) SQL language knowledge preferred.
- (6) Skyward School Business Suite (ERP) knowledge preferred.
- (7) Knowledge of Crystal Reports, *vida* Skyward, preferred.

TRAVEL EXPECTATIONS (by land or air):

Heavy – More than 1,500 miles per year.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience in writing, budgeting and management of multiple projects and staff. Ability to balance several job functions at one time and work under a heavy workload. Knowledge of statutory and regulatory requirements in area of responsibility. Ability to make decisions based on relevant information. Skill and technical expertise in working with online-based programming, products and services. Ability to work as a team member and provide excellent customer service to clients. Excellent working knowledge of database design principles. Knowledge and experience with HTML, SQL and Web design tools. Ability to express facts and ideas clearly orally and in writing. Ability to organize time and materials.

REPORTS TO:

Administrator of Business, Technology and Supplemental Services

JOB GOAL

To ensure that the PAEC/Gateway districts receive quality technical support, excellent customer service, and maintain the integrity of the administrative application systems supported by the Gateway project.

SUPERVISES:

Assigned Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

GATEWAY COORDINATOR – BTSS – GATEWAY (Continued)

- * (1) Enhance, maintain, and continually update PAEC /Gateway administrative application systems.
- * (2) Coordinate the planning, design, evaluation, selection, procurement, implementation, operation and maintenance of application software.
- * (3) Evaluate and recommend technology enhancements to meet the needs of the PAEC/ Gateway districts.
- * (4) Demonstrate knowledge and understanding of assigned project, program, or service area.
- * (5) Assist the Administrator of Business Operation in overall PAEC business/technology planning.
- * (6) Prepare and organize district assessments that align with the delivery of services(?).
- * (7) Oversee and direct Gateway staff to insure quality assistance to the districts.
- * (8) Coordinate and participate in training and workshops to update and inform the PAEC/ Gateway district staff.
- * (9) Extract and analyze confidential data relating to finance and salaries for transmission to DOE, Retirement and other agencies as directed by the districts.

Interagency Communication and Delivery

- * (10) Work with member districts in meeting their MIS/DOE/local goals and objectives that require application software support.
- * (11) Collaborate with a wide range of PAEC staff with varying levels of technical skill.
- * (12) Maintain a close working relationship with district personnel to ensure information exchange, coordination and support for the decision-making process, and the collection of feedback concerning services.
- * (13) Keep Business Administrator and Executive Director informed of potential problems or unusual events.

Professional Growth and Improvement

- * (14) Coordinate and manage user training as it relates to the use of educator support software.
- * (15) Keep current on current trends and best practices in content, service, or project area.
- * (16) Maintain expertise in assigned area(s) to fulfill project goals and objectives.
- * (17) Maintain a network of peer contacts through professional organizations.
- * (18) Set high standards and expectations for self and others.
- * (19) Develop annual goals and objectives consistent with and in support of department goals and PAEC's areas of focus.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues, and train others within the department, as needed.

Systemic Functions

- * (21) Prepare, maintain and oversee Gateway operations budget and district assessments.
- * (22) Assist the Administrator of Business in maintaining appropriate coordination among the multiple programs that work collaboratively in a service group to deliver services available at PAEC.
- * (23) Assist, as needed, in the evaluation and selection of products and vendors to provide services to the districts.
- * (24) Assist with the recruitment, selection, placement and appraisal of PAEC staff as needed.
- * (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (26) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (27) Oversee and review workload of the Gateway consultants based on PAEC / Gateway district needs and mandates.

GATEWAY COORDINATOR – BTSS – GATEWAY (Continued)

- *(28) Oversee that the application programs supported by PAEC / Gateway staff are updated and implemented in a secure environment.
- *(29) Support the goals and priorities of the Consortium.
- *(30) Consistently represent PAEC in a positive and professional manner.
- *(31) Model organizational sensitivity and awareness.
- *(32) Support PAEC’s strategic plan by serving on strategy teams and other Consortium committees.
- *(33) Serve on the Business Operations, Technology, and Supplemental Services Team.
- *(34) Perform other incidental tasks consistent with the goals and objectives of this position

Leadership and Strategic Orientation

- *(35) Provide leadership to Gateway districts in evaluating and planning for future application software needs.
- *(36) Establish or assist in establishing goals and objectives for programs or projects.
- *(37) Actively support and participate in the implementation of the PAEC Strategic Plan.
- *(38) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(39) Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- *(40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(41) Provide twice-yearly reports to advisory board and PAEC leadership that demonstrate Gateway’s progress towards established goals, ticket completion metrics, customer satisfaction rates (as determined by surveys)

PHYSICAL REQUIREMENTS:

Medium Work– Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and Benefits for this position are compensated in accordance with performance Pay Grade 4 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

TRAVEL REQUIREMENTS: (To be discussed with committee)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 04 (Medium Work)

*Essential Performance Responsibilities

Approved by: _____ **Date:** _____