An Equal Opportunity/Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

(Internal Candidates Only)

DATE OF POSTING: **May 12, 2021**

POSITION: Troy Global eSchool Data Admin

RESPONSIBILITIES:
- Manage the implementation of the Troy ESD Coordination Plan
- Coordinate responsibilities associates with eSD with the remove coordinators and other members of the NERIC eSD team as needed
- Provide training and support to any Troy employees on eSD as needed
- Oversee the various components of the eSD system in order to identify, to the best of your ability, any possible data inaccuracies or potential areas for improvement ensuring the highest levels of efficiency for the program
- Communicate all updates, tips, outages, etc. to all relevant district personnel
- After the ticketing system, will serve as the eSD main point of contact for the district
- Assist in the identification and implementation of district projects relating to eSD
- Attend appropriate trainings and user group meetings
- Perform other duties as assigned by the Director of Technology

QUALIFICATIONS:
Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science or a closely related field, and two (2) years of full-time paid experience in data and information management, software training, problem solving, communications, customer service, and a specific working knowledge of the eSchool Data Student Management System platform.
OR
Graduation from high school or possession of a GED and four (4) years of full-time paid experience in computer science or a closely related field, and two (2) years of full-time paid experience in data and information management, software training, problem solving, communications, customer service, and a specific working knowledge of the eSchool Data Student Management System platform.

EFFECTIVE DATE: July 2021 – June 2022 (12-month position)

SALARY: $8,500.00 stipend

CLOSING DATE: **May 26, 2021**

Please submit a letter of interest, resume (updated for internal candidates) and
list of four (4) references to: humanresources@troycsd.org