



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: APPLICATION ADMINISTRATOR

QUALIFICATIONS:

1. High school diploma or G.E.D., some college coursework preferred
2. Two (2) years in business technology experience, preferred
3. Basic understanding of Microsoft Office tools
4. K-12 school district knowledge, preferred

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Maintains application profiles and security levels.
2. Performs State reporting, verification and FTE Survey submission.
3. Builds and maintains system documentation for usage by other team members and end-users.
4. Plans and coordinates changes and upgrades to application systems, specifically Focus and ERP systems
5. Coordinates with developers to ensure proper monitoring is in place for application monitoring.
6. Provides excellent customer service.
7. Utilizes strong organization, time-management, problem solving, troubleshooting, communication skills and ability to stay current on technology.
8. Ability to adapt to new software as implemented.
9. Performs responsibilities outside normal business hours if required.
10. Performs other duties as assigned.

TECHNOLOGIES:

1. Focus Student Information System, Enterprise Resource Planning system (ERP), Versatrans, TERMS
2. Help Desk ticketing systems (Manage Engine, ServiceNow)
3. Various vendors: Classlink, Canvas, One Roster, Clever

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan

Reviewed by Dept. of Human Resources

APPROVED OCT 11 2022

Revision Approved: _____
Adopted by Bay District School Board: June 22, 2021