# Coordinator IV, Error Check System (ECS)

## Position Details

Job Code: U7403
Reference Code: A478
Division/Unit: Technology and Information Systems Services
Classification: Professional-Technical
Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)
FLSA STATUS: EXEMPT

## Position Summary

The position serves as a supervising developer for the Student Information ECS. Through effective communication, this position makes critical technical decisions, provides recommendations, and implements technical solutions to solve complicated and challenging business problems in the Student Information ECS. This position reviews state legislation to ensure the Clark County School District (CCSD) is in compliance with applicable state and federal laws and implements solutions to meet requirements set by the Department of Education (DOE). This position works with departments' districtwide to develop error-checking code used for data validation. This position is responsible to the Director II, Student Information Systems, Technology & Information System Services (TISS) Division, Operational Services Unit (OSU).

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, coordinates, implements, and tests cross-functional development related to the function and use of the ECS as it pertains to Student Information Systems (SIS).
2. Maintains system integrity, data dictionaries, knowledge sites, and associated business rules based on the needs of CCSD while ensuring compliance with state and federal laws through strong leadership, interpersonal skills, and knowledge of common system analysis techniques.
3. Conducts analyses, develop/update documentation, and perform extensive testing, technical development support, and oversight of the ECS.
4. Supervises, trains, and supports staff, SIS Help Desk, and the User Support Services (USS) Help Desk to assist users in the proper usage of error reporting.
5. Supervises Coordinators' development of ECS content to include Java Server Pages (JSP), SQL Server Reporting Services (SSRS) reporting, error check reporting, and Structured query language (SQL) queries/jobs/extracts.
6. Manages multiple ECS projects working with vendors, internal SIS teams, and other external departments within CCSD to deliver accurate, detailed error reporting.
7. Plans, schedules, and performs implementation tasks for the ECS based upon system design specifications and CCSD business needs including creation of test plans and scripts, documentation of test results, and retesting, as necessary.
8. Performs root cause analysis in troubleshooting and resolution of complex problems with business-of-education related software systems which may result in software modifications or vendor support tickets.
9. Provides ECS assistance to departments and division leadership; this includes one-on-one training, resolving technical issues, and answering questions as assigned.
10. Performs other duties related to the position, as assigned.

## Position Expectations

1. Knowledge with student information systems and/or web-based applications.
2. Knowledge of MS SQL Server and relational database management systems.
3. Knowledge of the software development life cycle (analysis, planning, development, and deployment).
4. Knowledge of how software is placed into production and monitored.
5. Knowledge of other key information technologies such as computers, routers, servers, and associated software.
6. Knowledge of common error identification and cleanup methodologies.
7. Ability to manage multiple projects of varying priorities simultaneously.

8. Ability to maintain information security awareness and follow good practices to keep system and data secure.
9. Ability to work cooperatively and effectively within a team and with other school, departmental, and administrative personnel as needed.
10. Ability to solve complex problems with strong critical thinking, analysis, and troubleshooting skills.
11. Ability to break down complex technical issues for stakeholders into less-technical terms that they can understand.
12. Ability to communicate effectively in both verbal and written communications.
13. Ability to plan, develop, and communicate about error identification strategies and reporting.
14. Ability to work under pressure and meet deadlines.

# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university in Management Information Systems (MIS) or Computer Science (CS) or currently serving as a professional-technical employee with the Clark County School District.

## Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

## Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Four (4) years of experience working with Student Information Systems, SQL Server, and hosted application development.
3. A minimum of three (3) years of experience in application development and management of enterprise-wide systems including at least one (1) year of successful supervisory experience in a technology related position.
4. Demonstrated technical and organizational skills to solve complex technical problems.

## Preferred Qualifications

1. An earned bachelor's degree from an accredited college or university in the Science, Technology, Engineering, and Math (STEM) field.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## Job Revision Information

- Created: 08/14/23