



<b>Job Title:</b>	Business System Training Specialist	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Associate Superintendent of Business & Finance	<b>Pay Grade:</b>	Paraprofessional Pay Grade 8
<b>Dept. /School:</b>	Administration	<b>Date Revised:</b>	08/30/2011

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**Primary Purpose:**

Develop, conduct, and oversee all District staff training for Business Management Software systems and assist with conversion and ongoing operations of new system and processes.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in Business or business-related field

**Special Knowledge/Skills:**

Skyward Business System  
Ability to document and analyze business processes  
Critical thinking and problem solving skills  
Knowledge of computerized accounting systems (Skyward Business System, preferred)  
Ability to use personal computer and software to develop complex reports, spreadsheets, and databases  
Proficient in Microsoft Office products including Excel, Word, Access and Power Point  
Strong presentation development and delivery skills  
Ability to communicate, train, and relate to staff at higher position levels  
Effective communication and interpersonal skills  
Project management skills

**Experience:**

Two years of Texas school business office experience (preferred)  
One year experience performing process improvements and training

**Major Responsibilities and Duties:**

1. Document existing business processes
2. Assist with the identification and implementation of business process improvements
3. Serve on the business software system implementation team
4. Attend business software system training, as needed
5. Develop business software system training materials both written and online
6. Conduct business software training in large group settings, small group settings, one-on-one settings, and web-based

7. Maintain helpline for District staff providing business software processing assistance
8. Assist with the development of workflow approval systems in the business software system
9. Maintain the business software system security access
10. Assist with the creation and generation of business reports from the business software system (attend training in Crystal Report Writing)
11. Assist with data conversion and data verification for the business software system conversion
12. Assist with the development and maintenance of the District Business Department website
13. Assist with the creation of electronic forms and processes for all Business Department procedures
14. Other duties as assigned

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, printer, fax machine, copier, and calculator

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions, prolonged use of computer, extended hours during software implementation

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*