

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

POSITION: Information Systems Coordinator (S-11, 12 Months)

BRIEF JOB DESCRIPTION: Receives, processes and distributes student, teacher and course data in a computer information system to produce a variety of reports, schedules, and records.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with an Associate's degree in Computer Science and three years of increasingly responsible experience in coordinating and operating a data-based information system or an equivalent combination of education and experience. Requires excellent computer operation skills and the ability to perform duties under deadlines. Strong people skills are essential since the Coordinator interacts with faculty and the public throughout the day.

SALARY: Classification S-11-\$46,715 (Step 1) to \$50,529 (Step 3)

WORK PERIOD: 12 months

STARTING DATE: August 2019

FILING DATE: Until Filled

Respond to: Please complete an application online at :
www.fairfieldschools.com

*****There may be a computerized test and/or written test as part of the interview process for this position.****