

State Charter Schools Commission
Infinite Campus Technician – Contractor
Job Description

Duration: Temporary Position. Contract will terminate on June 15, 2020

Description of Duties:

Under limited supervision, this technician would download and save student profiles from the Infinite Campus platform per State Charter School Commission (SCSC) requirements. Approximately 10,500 profiles will require downloading. Downloads must be organized and filed per SCSC requirements. Project must be completed no later than June 1, 2020.

Minimum Qualifications:

- Bachelor's degree
- Familiarity with data extraction and organization
- Familiarity with student privacy requirements
- Expert in time management and experience with stringent deadlines

Preferred Qualifications:

- Previous experience in public organizations
- Familiarity with administrative law, education law, and nonprofits requirements

Job Requirements:

- Technician will be required to download approximately 10,500 profiles by June 1, 2020 subject to SCSC requirements
- Technician will be required to submit deliverables and invoices upon completion of milestones

Compensation:

- For the 1st 2,600 profiles delivered by March 1, technician will receive \$875.
- For the 2nd 2,600 profiles delivered by April 1, technician will receive \$875.
- For the 3rd 2,600 profiles delivered by May 1, technician will receive \$875.
- For the remaining profiles delivered by June 1, technician will receive \$875.
- Technician will receive an additional \$500 should the project be 100% completed by May 15, 2020.
- Should project not be completed by June 1, 2020, a deduction of \$100 per week will occur.
- Total compensation under this contract will not exceed \$4,000.

HOW TO APPLY:

Email a resume and writing sample to Darcy Callaway at darcy.callaway@scsc.georgia.gov with "Infinite Campus Technician Application" in the subject line. Submission of a cover letter is encouraged but optional.