

STUDENT INFORMATION SYSTEMS

This area of I.T., commonly referred to as data processing, is responsible for the administration of all student databases. These databases include the Sunguard Pentamation System, IEP and the special education system. Their duties include:

- Ad Hoc Reporting
- General maintenance of data
- Help Calls
- Regulation of data inputs
- Production of report material
- Report Cards
- Ordering appropriate forms and supplies
- Ancillary SIS systems
- User Support – 540 Users within 48 buildings
- Student and Staff IDs
- Creation and maintenance of Data Warehouse
- Data integration between SIS system cutoff, Lyn Star, etc.

Pentamation Hotline - 435-4822

BUSINESS INFORMATION SYSTEMS

Staff in this branch support the data systems for personnel, budget, accounts payable/receivable, payroll and inventory management. Their duties include:

- Data base administration
- Support of related peripheral equipment
- Staff of 4 provide support for 250 business users
- Application Development
- Ad Hoc Reporting

AS400 - Call 435-4225

LIBRARY MEDIA SERVICES

The 34 library media specialists work with teachers to provide collaborative instruction, using print and electronic information resources to meet the learning standards. They also serve as the technology hub in the school. Their services include the following:

- Provide information literacy skills and access to library resources including:
 - 221,812 fiction books, nonfiction books and audiovisual titles
 - Audiovisual resources
 - Online public access catalog with 430,567 items available 24/7
 - 48 online database subscriptions
 - Educational Internet resources
- Teach students to become independent and ethical users of information
- Provide staff development and support to teachers to integrate information and information technology into instruction
- Provide library management, including collection development and inventory
- Provide Level 1 technology support
- Provide building assistance with email and network user authorities

EDUCATIONAL TECHNOLOGY

This branch of I.T. is responsible in general for responding to the user needs of classroom teachers. The duties of this branch include:

- Provide staff development for teachers and support staff
- Provide support for classroom learning application
- Provide support for classroom and school's user equipment
- Provide support to administration and Board of Education for presentation and workshops

The Syracuse City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to age, gender, race, color, religion, marital status, sexual preference, national origin, or disability.

*Department of Information
and Technology*

2007-2008

Anita Murphy
*Deputy Superintendent of
Information and Technology*

Syracuse City



School District

Central Technical Vocational Center
258 E. Adams Street
Syracuse, NY 13202
Phone (315) 435-4281
Fax (315) 435-4978

INFORMATION AND TECHNOLOGY (I.T.) ORGANIZATION STRUCTURE

Janet Gillmeister – Evaluation, Assessment & Planning

Mary Ellen Killenbec – Information Technology

Kelly Malone – Data, Assessment and Reporting

Andrew Cramer – SyraStat/SchoolStat

Kelly Carley – System Consultant

Kim Shaffer – Student Information Systems

Allen McDaniels – Operations & Programming

Charles Covey – Hardware Support

Thomas Smelski – Telecommunications

David Kennedy – Priority Projects

Patty Vilello – Library Media Specialist

Evelyn Wightman – Business Information Systems

Mary Ann Flanders – Educational Technology

Vlad Hart-Zavoli – Help Desk

EVALUATION, ASSESSMENT & PLANNING

- Supervise all research conducted at SCSD
- Conduct program evaluation
- Maintain public and non-public census
- CEP District Plans
- West Side Strategy
- School and University Partnerships

DATA, ASSESSMENT & REPORTING

- Facilitate ordering of exams
- Distribute exams regionally
- Distribution of answer sheets
- Collect extra material
- Coordinate scoring of exams
- Report & Analyze exam results
- Provide all NYS Student Information reporting
- Local Assessment

SYRASTAT/SCHOOLSTAT

- Accountability tool for District departments
- Analysis of Department Data
- Development of strategies to achieve better efficiency

I.T. SERVICES

- Systems & Operations
- Hardware Support
- Telecommunications
- Help Desk

SYSTEMS AND OPERATIONS

These employees provide technical services through centralized application management and distribution via the network. Their support duties provide services to users as follows:

- E-mail
- Content Filtering
- Active directory
- System security and integrity
- Antivirus & Patch Mitigation
- Operating system and application upgrades
- Student Management Systems
- Hardware & software support
- Systems engineering & imaging services
- Data and application integration
- Help Desk Systems

HARDWARE SUPPORT

This branch commonly referred to as the “IRC” is responsible for supporting over 15,000 devices, including most electronic equipment in the district. Their duties include:

- Install computers and printers
- Repair computers and printers
- Repair and support Cable TV
- Install and support computer peripheral devices
- Repair all audio/video equipment
- Repair televisions
- Service public address systems
- Loan of portable sound systems
- Install local software applications
- Provide user support

TELECOMMUNICATIONS

This group maintains the communication infrastructure and all network applications, appliances and systems. Their duties include:

- Installation & support
- Telephones
- Voice Mail
- Network Orders
- Fringe network equipment
- Core network equipment
- Wireless devices
- Domain Name Server
- Software Upgrade Server
- ISP Services
- Alarm systems
- User Training
- Network Configuration
- User Support
- PIX Box

HELP DESK

- Provides real-time technical support to all District staff
- Provides vision and insight to I.T. Department
- Maintains the on-line Help Desk database
- Dissemination of technical information to I.T. staff



**Help Desk <http://helpdesk/> -
-or- Call 435-6274**