



Grade A Plus Support Positions Open

IT/Data Support Specialist (Contractual)

Grade A Plus, Inc.

Compensation: \$30.00 per hour

Summary

Grade A Plus seeks to contract with a highly skilled IT/Data Support Specialist to provide essential technical and data management services on a contractual basis. This is a part-time role with expected service hours of 6–10 per week during the 10–13-week Fall and Spring Terms and the 7-week Summer session.

Primary Responsibilities

- Design and monitor data spreadsheets at the beginning of each term.
- Maintain and manage Google App Script automations.
- Update and refine spreadsheet formulas as necessary.
- Manage user accounts and control data access within Google Drive and Admin Console.
- Provide data analysis assistance to the grant team.
- Conduct training for staff and volunteers on system usage.
- Develop and document new protocols to support onsite staff effectively.
- Perform updates on Windows laptops and Chromebooks.

Qualifications

- Experience: 3–5 years of professional experience in IT support, data management, systems administration, or a related technical role.
- Education: Bachelor's degree in Computer Science, Data Science, Information Technology, or a closely related field.

- **Technical Skills:**
 - Proficiency in at least one of the following computer programming languages: JavaScript, C++, Python, or Java.
 - Strong knowledge of SQL.
 - Expertise in Google Sheets and Microsoft Excel.
 - Familiarity with Google Workspace, including Google Drive and Admin Console management.

Grade A Plus, Inc. Support Team Positions

After School Transportation Support

- **Qualifications:** High school diploma required; college students and retirees welcome. Must have documented experience working with children and families.
- **Driving & Safety:** Must possess a valid, [real Missouri driver's license](#) with a driving record in good standing, and pass a comprehensive background check.
- **Skills:** Must be flexible, patient, and able to effectively manage the lively spirits of children, tweens, and teens.
- **Reliability:** Must be reliable for specific driving shifts (Pick Up, Take home, and/or Special Events).

After School Food Service Support

- **Qualifications:** High school diploma required; college/graduate students, as well as retirees, are welcome. Must have documented experience working in the community with children and families.
- **Food Service Experience:** Must have previous experience in food preparation. Must be able to plan menus, shop, and prepare snacks and meals in adequate portions.
- **Skills:** Must be flexible, patient, and able to effectively manage the lively spirits of children, tweens, and teens.
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Expected service hours are 5-10 hours per week for 10-13-week Fall and Spring Terms and a 7-week Summer session.