



Student Information Systems Coordinator - Job Description **International School Nido de Aguilas**

Title: Student Information Systems Coordinator

Report to: Interim Business Software Head

Summary of Duties: The current position is responsible for planning and maintaining the School's Student Information Systems (SIS) by considering all the areas it involves. Moreover, it supports the analysis of the in-developing tasks and permanently contributes to improvements, automatizations, and innovations.

Some of the position's responsibilities include implementing and integrating solutions targeting the improvement of the system's productivity and efficiency, as well as continuous coordination with the faculty and staff leadership.

Qualifications and Experience

- Bachelor's degree in Technology or related field.
- 2 or more years experience as an SIS coordinator or related field.
- Proven experience and proficiency working in a technical environment.
- Strong written, analytical, and communications skills.
- Good verbal and written skills (Spanish and English).
- High level of confidentiality.
- Flexibility to adapt to changes
- Creativity and innovation in the ongoing improvement of multiple systems
- Strong knowledge of systems integration
- Proactive and with personal initiative
- Technical expertise: Google Suite, Active Directory, Workgroup Manager, PowerSchool System, Schoology, Intranet, Scrum Manager, Tableau
- Intermediate knowledge of Excel.
- Basic knowledge of programming languages such as SQL, PHP, Javascript

Primary Responsibilities:

- Organize, manage, and lead the SIS operation.
- Propose, elaborate, and implement upgrades.
- Integrate with diverse systems within the school.



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- Lead and supervise the scheduling processes across divisions.
- Lead and supervise grade reporting period.
- Ensure communication between and within the departments and school divisions.
- Ensure the confidentiality of the information.
- Ability to work well with outside vendors to manage projects, negotiations, and purchases.
- Provide the leadership knowledge in decision-making concepts regarding system processes directly related to the Student Information Systems.
- Stay up to date with system upgrades and status.
- Stay up to date with international and national law regarding academic processes.

Additional skills:

- Highly organized person.
- Remarkably good at efficiently handling more than one task at a time.
- Highly committed to Nido's values.
- Excellent disposition to contribute.

Skills, Attitudes, and Dispositions: Highly organized, energetic, and multi-task oriented. Must be a strong advocate in promoting educational technology trends. Problem-solving skills and the ability to deal with a variety of situations are a must. Must be able to establish and maintain effective relationships with staff, students, and parents.

Interested candidates should address their letter of interest along with their CV by April 5th, 2021. Please write to Marcela Fuentes (mfuentes@nido.cl) regarding any concerns or questions.