

**SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION – STUDENT INFORMATION SYSTEMS COORDINATOR**

Position: Student Information Systems Coordinator – 2 positions

Reports to: Director of Technology Operations & Digital Security and Office of the Assistant Superintendent

Hours:

The duties related to this position will be fulfilled following the contracted work day. The Student Information Systems Coordinator will be expected to work a minimum of 150 hours beyond his/her contracted work day. He/she will maintain monthly time and activity sheets for the work done as the district's Student Information Systems Coordinator.

Primary Function:

The Student Information Systems Coordinator is responsible for implementing and maintaining the Student Information Systems Parent Portal, as well as creating user files/databases and assisting in the overall district operations associated with the district's Student Information Systems, Student Registration System, digital gradebook and auto call system. He/she will work with the Technology Department, Central Registrar, teachers and parents. The district will provide technology update trainings as needed.

Qualifications:

The person who holds this position must:

- Demonstrate a working knowledge or have experience with the use of the district's student information system, the district's digital grade book, the district's student registration system, the district's auto call system, and the district's parent portal
- Demonstrate expertise with the use of Microsoft Word, Microsoft Access, Microsoft Outlook, and Microsoft Excel.
- Have experience with the manipulation and maintenance of databases.

Duties and Responsibilities:

- Implement and maintain the student information system parent portal
- Consistently demonstrate a thorough working knowledge of the district's student information system
- Create user files, account access IDs and passwords
- Organize, schedule and conduct parent and teacher training sessions
- Create and/or maintain a Frequently Asked Questions page on the district website
- Create and/or maintain a student information system parent portal acceptable use agreement

- Assists in the maintenance of database information required for district, state and federal reports
- Assists in the maintenance and operation of the student information system, grade book system, student registration system, and auto call system
- Create queries and object reports requested by the administration
- Create custom reports and/or student information system pages as needed
- Provide needed customizations as requested
- Performs other duties which may be within the scope of his/her employment and/or certification(s), as may be assigned by the Superintendent and/or Assistant Superintendent under the authority of the Board of Education.

Terms of Employment: Twelve month stipend position