

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: SIS/EA Administrator

LOCATION: District

REPORTS TO: Technology Director

Primary Purpose: Under general supervision, installs, configures, maintains and repairs the Carbon County School District 1 “CRB1” Student Information System and Educational application databases. A SIS/EA Administrator performs a wide variety of evaluation, maintenance, installation and training to ensure the CRB1 Student Information System and Educational application database meets district and user satisfaction. Responsible process & submit Federal and State Reports. Provides tier two technical support as assigned.

Essential Functions:

- *Administers SIS database & Educational Application Databases, including:*
 - *Setting up security access, system settings, parent access*
 - *Handling yearly processes, e.g. set up of new calendar and roll-over*
- *Mine database for information that can inform site practices , including:*
 - *Conducting advanced searches and queries*
 - *Importing and exporting data*
 - *Editing information*
- *Trains new users, including:*
 - *Basics for new office managers and office assistants’*
 - *Gradebook basics for new teachers*
 - *Report functions for Home Office staff*
- *Ensures accuracy of data and troubleshoots problems with the database, including data validation errors*
- *Uploads information into Wyoming State WDE Fusion*
- *Assists the organization in getting maximum value from SIS software and information*
- *Evangelizes SIS and its functionality across the organization*
- *Coordinate with technology support specialist and director of technology to ensure quality and reliable SIS and Educational Applications for staff and students*
- *Monitor system logs and performance on all servers.*
- *Attend and actively participate in weekly meetings.*
- *Coordinate with technology support specialist and director of technology to ensure quality and reliable SIS and Educational Applications for staff and students.*
- *Assist in productivity and efficiency of creating and submitting state reports*

- *Demonstrate knowledge of, and support, Carbon County School District One Public Schools mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.*
- *Performs other related duties as required and assigned.*

Required Qualifications:

- *Comfortable with using student achievement data to guide classroom instruction and continually improve*
- *Knowledge and troubleshooting of POWERSCHOOL and Educational Applications*
- *Exceptional quantitative analytical skills*
- *Solid verbal, written and graphical communication skills*
- *Ability to work well in a team*
- *Expert with Excel, Access, SPSS, and/or other data analysis software*
- *Working knowledge of cloud based computing and server vitalization*
- *Antivirus*
- *Ability and desire to learn new skills quickly*
- *Ability to communicate in an understandable, polite and friendly manner, both written and verbal*
- *Establish and maintain cooperative working relationships*
- *Three years work experience in technology.*
- *Experience as a SIS & Educational Application Administrator preferred.*
- *Prior experience in an educational environment is preferred.*
- *Masters & BA Degree preferred*
- *Education, License, Certification or Formal Training: 4 year degree in computer related field or equivalent experience. Comp TIA Network+, SIS Admin, Educational Application Administrator or equivalents.*

FLSA Status: Exempt

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net

EEO/AA/Vet/Disability Employer