

POSITION DESCRIPTION

TITLE: STUDENT DATA SYSTEM SPECIALIST - ASSISTANT

TYPE: Classified

Reports to: District Director of Teaching and Proficiency Learning

POSITION SUMMARY:

Under the supervision of the District Director of Teaching and Learning, the Student Data System Specialist Assistant collaborates with the Student Data Systems Team to ensure the integrity of the student information system by assisting the implementation of effective data collection practices, active monitoring of the student data system, upgrading and troubleshooting of data system software, and training of district staff.

MINIMUM QUALIFICATIONS:

1. Minimum 2 years of college or post-secondary training appropriate to the position
2. High School Diploma or equivalent by OAR 581-37-030
3. 18 years of age or older
4. Experience working with a student information system preferred
5. Possess and maintain a valid Oregon driver's license

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Work cooperatively and collaboratively with others.
5. Works collaboratively with student data department to
 - a. Effectively use the student information software.
 - b. Maintain a coherent student information system aligned to support the district mission, strategic objectives and the Curriculum Management Audit recommendations.
 - c. Ensure building and district personnel have accurate student data.
 - d. Identify professional development needs of staff related to the use of the student information software and to support staff in the effective use of the student information system software.
 - e. Prepare required reports to the state accurately and on time.
 - f. Regularly share information and provide assistance.
6. Effectively and efficiently uses database software and processes to import, export and process data, including spreadsheets, import/export processes, csv files, and processing software
7. Provides technical assistance to users with operation of the day-to-day use of district's student information system.
8. Assists in developing plans, assessing needs, and meeting deadlines related to the student information system.
9. Assists in installing and troubleshooting hardware and software packages related to the student information system.

10. Provides regular written and oral communication with the district's Director of Teaching and Learning on the student information system.
11. Communicates with the Director of Teaching and Learning and district administrators regarding data needs and state reporting requirements and submissions.
12. Is accountable for actions and follow through on personal and professional goals.
13. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
14. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
15. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
16. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
17. Assists parents and community members as needed.
18. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
19. Complies with professional development activities as required by the District.
20. Holds expectations for high performance of self and students.
21. Demonstrates computer literacy and operates software programs as related to job responsibilities.
22. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
23. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
24. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
25. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance
2. Possess and maintain expert knowledge on the current student data information system.
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card and serve as a Designated First Aid Provider.
8. Understand and follow oral and written instructions.
9. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No

If yes, see addendum to Student Data System Specialist - Assistant description.

TERMS OF EMPLOYMENT:

Current work year of approximately 261days, subject to change. Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date