

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

INFORMATION SYSTEMS SPECIALIST

Purpose of the Job:

Under the direction of the District Records Supervisor, coordinates with school sites and departments to prepare, process and maintain student information and enrollment data to create accurate monthly Federal, State and District reporting; manages and maintains the district's archival records facility; supports technology, building staff, and parents/guardians with access to and troubleshooting of the student information system.

Essential Job Duties:

1. Audit, coordinate and maintain appropriate enrollment data and information from school and district offices, including special programs and other tracking in order to compile a variety of monthly and annual reports of a complex nature to satisfy District, State, and Federal reporting requirements.
2. Using third-party systems procured by the district, accurately determine enrollment count by grade level and school. Create varied detailed reports for multiple constituents.
3. Manage and maintain the district's archival records facility. Determine what records need to be stored, the period of storage, and methods and procedures for storage or disposal. Maintain procedures for controlled access to the facility records.
4. Accurately troubleshoot reports problems and research requests for information as they pertain the use of the student information system.
5. Provide training to building-level records staff regarding student information in a professional, systematic manner.
6. Develop, compile and maintain confidential student records with an understanding of the Federal Education Right to Privacy Act (FERPA) guidelines.
7. Communicate effectively, both orally and in writing with the District Records Team, building-level records and attendance staff and ESD personnel.
8. Assist with the Federal Impact Aid audit and other required audits.
9. Process requests for alumni high school transcripts requiring conversion of documents to digital files, using online third-party software.
10. Receive, open, organize, and route incoming and outgoing mail.
11. Screen visitors and phone calls, taking required action or referring requests as needed.
12. Work independently with minimal supervision
13. Establish and maintain effective professional working relationships with all staff, parents/guardians and the public.

Other Job Duties:

1. Perform other related duties consistent with the scope of the position described as required.

Qualifications:

Knowledge of:

- General office processes and procedures and the use of a variety of office equipment including a personal computer, copier, FAX, and calculator/ten-key
- High level of standard office computer application use, such as Microsoft Word, Excel, Internet Email, or similar programs.
- Correct grammar, spelling, and English usage.
- Exceptional customer service skills.

Ability to:

- Operate a personal computer.
- Operate a motor vehicle.
- Maintain timely, accurate, and efficient record keeping, including complex data reports.
- Organize, set priorities, and work effectively under pressure to ensure the accurate and timely completion of duties.
- Exercise sound independent judgment, including appropriate handling of confidential matters.
- Establish and maintain effective working relationships with staff, parents, and the general public.
- Communicate effectively while maintaining a professional demeanor.
- Speak publicly with fluency and poise.
- Quickly learn and retain new concepts and practices.
- Maintain complete confidentiality.

Education and Experience:

- High school diploma or equivalent.
- Motor vehicle driver's license with personal vehicle and insurance.
- Three to four years' experience with a high-level knowledge and skills of student information principles, practices and techniques, including the Skyward Student Information System. Demonstrated ability to substitute for building level records staff.
- Two to three years' experience and ability to assist and facilitate the compilation, storage and retrieval of all district records with an understanding of State and District retention guidelines for archival records.
- Three to four years' experience in enrollment related bookkeeping with Running Start Enrollment, BECCA/Truancy, and Special Program data knowledge preferred.
- Three to four years' experience working with student data compilation and manipulation using Microsoft Excel preferred.
- English and Spanish language proficiency desired.

Working Relationships:

Reports directly to the District Records Supervisor and works in a team environment with another Information Systems Specialist. Interacts regularly with school and district staff and parents/guardians.

Working Conditions:

Daily work performed in a general office setting in close proximity to others. Work environment may include constant interruptions, handling of distressed staff or guardians, and peak workload periods. Attention to detail and precision in performing assigned tasks is required. Physical mobility (includes driving) sufficient to move about the work environment (office, district, off site buildings), to retrieve and store files and supplies above and below the shoulders and waist. Speaking ability in an understandable voice with sufficient volume. Hearing and visual acuity. Physical strength to occasionally lift 35 pounds. The job is performed in a generally hazard free environment and in a clean atmosphere.

Union Affiliation:

PSE

FLSA Status:

Hourly (non-exempt)

Wage Range:

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.