NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION

INFORMATION SYSTEMS SPECIALIST - LEAD

Purpose of the Job
Coordinate the student information management services for the conversion, implementation, and operation of the Skyward student information system; lead the reporting of all student information data to provide accurate federal, state, and district reporting; coordinate the archival, storage, retrieval, and destruction of district records.

Reporting Relationships
Reports to the Director of Technology & Administrative Information Management.

Minimum Qualifications   *(Education, Experience, Knowledge, Skills, and Abilities)*
1. High school graduation or equivalent.
2. Three years experience in student information and records management including Washington School Information Processing Cooperative (WSIPC) and the management of compilation, storage, and retrieval of records.
3. Demonstrated knowledge of state and school district retention guidelines for archiving of records and Federal Education Right to Privacy Act (FERPA) guidelines.
4. Demonstrated knowledge of enrollment related bookkeeping including Running Start billings, BECCA and Special Program related spreadsheets.
5. Ability to prepare statistical reports and complex funding applications,
6. Ability to coordinate the audit process
7. Applied knowledge of computers and programming logic; proficiency with spreadsheet, database, word processing, and terminal emulation software.
8. Ability to prepare, compile, and maintain accurate confidential records.
9. Ability to establish and maintain effective working relationships with staff.
10. Ability to effectively coordinate, prioritize, organize, and schedule work of assignments of others to assure timely and effective completion.
11. Ability to communicate effectively, orally and in writing.
12. Ability to conduct staff training workshops.
13. Ability to accurately track and monitor budgets and expenses.
14. Ability to work under pressure of deadlines.
15. Ability to provide and promote excellent customer service.

Essential Job Functions
1. Leads the conversion and implementation of WSIPC/Skyward and the implementation of the new Washington State reporting process.
2. Coordinates the implementation of the new Washington State CSRS/SSID reporting process. (CSRS – Core Student Records System, SSID – Secure Student Identifier)
3. Coordinates the work flow of the District Records Office.
4. Coordinates user identification and passwords for all district users.
5. Assists the Director in overseeing the record keeping procedures of the building level student records personnel to maintain consistency of record keeping within the District.
6. Responds to questions and/or requests from school officials, patrons of the District and the public-at-large in accordance with district policies; provides information as assigned.
7. Coordinates centralized district/student records system for K-8 students.
8. Coordinates all student information services and related report activities administered through the Administrative Information Management Office.
9. Assists with the development of reporting and coding methods to ensure consistent and accurate information and to ensure reporting requirements are satisfied; develops and updates user documentation for the student information system.

10. Coordinates and assists in the training for new and current student information users, at the building and district level, to provide instructions in new and revised applications, reporting procedures, and standards in software and data files.
11. Coordinates the preparation and maintenance of various periodic Federal, State and District required reports; coordinates the preparation of annual and monthly reports for submission to OSPI.
12. Attends training classes and participates in professional development opportunities to update skills and knowledge of in the areas of job responsibility.
13. Coordinates the development and maintenance of the district Retention and Records Management Manual.
14. Provides technical and analytical support to assist data processing needs, creates and produces custom reports, and recommends solutions incorporating the use of WSIPC system software.
15. Coordinates the resolution of inquiries or problems applicable to area of assignment; provides information within the scope of authority or refers to appropriate team member.
16. Coordinates and provides technical support to building staff with the BECCA truancy petition process.
17. Coordinates the preparation of required monthly enrollment; researches and inputs student information on computer through ESD and various spreadsheets, etc.
18. Coordinates and completes the Federal Impact Aid application and assist in audits.
19. Monitors fines and fees owed to the district by students.
20. Researches, prepares, and delivers district records for legal purposes for child protection agency, in-district and out-of-district schools and departments as requested for inactive K-8 students.
21. Prepares and monitors departmental budget; processes purchase orders and requisitions; and orders office equipment and supplies.
22. Maintains confidentiality in records.
23. Coordinates storage and management of all district records; prepares records for imaging; coordinates filming, filing and retrieving of district records and student records; coordinates destruction of district records.
24. Establishes and maintains accurate filing system; labels, sorts, and files materials/records on various media.
25. Coordinates the photocopying and FAXing of records and documents as requested.
26. Performs other related duties as assigned.

Conditions of Work
Office environment; required to occasionally work long hours or on weekends; required to maintain confidentiality; exposed to video display and prolonged visual concentration.

Evaluation
Performance of this job will be evaluated in accordance with provisions of board policy and collective bargaining agreement.

Union Affiliation/Classification	FLSA Status	Wage Range	Job History :
PSE/Acct	non-exempt	PSE	Created : 8/07

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.