

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT INFORMATION SYSTEMS TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Director-Instructional Program Analysis, perform technical duties in the maintenance of student information system database software and documentation; train and provide technical support to District personnel in the operation of student information systems; provide student data and information to County, State and federal agencies for funding purposes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform technical duties in the maintenance of Student Information System (SIS) database software and documentation; assist in the organization and administration of student records related to registration, enrollment, attendance, scheduling and student grades.

Maintain and implement the record keeping and reporting data base system for CALPADS; compile and prepare a variety of records and reports related to student data and information to be sent to County, State, federal and other outside agencies or departments; generate queries and reports for District staff as assigned; verify accuracy of input and output data.

Train and provide technical support to District personnel in the operation of student information systems; maintain student information system security and access for District users; provide SIS training to school personnel in relation to personnel job requirements; provide training on other software applications used in conjunction with student information systems as assigned.

Implement changes according to State reporting requirements; assist with the preparation of data for the development of special reports using student database applications and other technical data; submit student, staff and course level data to appropriate government agencies to meet State and federal mandated data reporting requirements.

Communicate with students, personnel and outside agencies to exchange information and resolve issues or concerns related to computer systems, data and technical issues; serve as primary contact for assigned vendors when providing SIS support as assigned.

Attend meetings and conferences as directed for the purpose of maintaining current knowledge of State and federal requirements for CALPADS; update and inform Directors of current requirements and related information as needed.

Operate a variety of office equipment including a telephone, computer, copier, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student information system, spreadsheet and data processing systems.

Operation of a computer and assigned software.

Operation of a variety of standard office equipment.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, punctuation, spelling and grammar.

Statistical record-keeping and report-writing techniques.

ABILITY TO:

Perform a variety of technical duties in the management of the student information database for an assigned District.

Maintain master student database for information and analysis.

Assure accuracy of data input and management.

Manage the accuracy of the database to compile statistical reports.

Maintain confidentiality of student information.

Establish and maintain cooperative and effective working relationships with others.

Train and provide technical assistance to District personnel related to SIS activities.

Prepare comprehensive statistical reports.

Prioritize and schedule work.

Meet schedules and time lines.

Verify accuracy of data input and output.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience operating a comprehensive database system in a school or organizational setting. Some experience working with student information systems preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017