



SUPPORT SPECIALIST

STUDENT INFORMATION SYSTEMS

JOB DESCRIPTION

JOB TITLE: Specialist Student Information Systems
REPORTS TO: Director of Operations
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT 10
DAYS: 260
JOB ID & DATE: SAT-22, May 2023

JOB PURPOSE SUMMARY

The student information system specialist leads efforts related to the student information system; initiates system tasks, identifies failures and abnormalities, initiates corrective action, and recommends and controls system recoveries to reestablish effective operations. The student information system specialist understands, directs, and coordinates activities of internal and external client/server systems.

Includes maintaining and supporting the District's student data and student information system (SIS), providing training and technical assistance to SIS users, ensuring District compliance with state and federal reporting regulations, and performing related duties as assigned.

REQUIREMENTS

Education Level Details

Bachelor's degree in a Computer Science related field, equivalent industry experience or industry standard certifications.

License / Certification / Language Required

English and Spanish language skills - listening, speaking, reading, and writing preferred.

Work Experience Required

Two or more years of experience working directly with school and district-level state reporting including submitting data to the state system and troubleshooting error reports.

Demonstrated competence in administrative software and database systems support and management/setup/maintenance/interfacing to include student records and other database systems.

Experience working with multiple entities and organizations to complete tasks and reports.

Other Skills and Abilities Required.

Knowledge of SQL query techniques

Experience with automating export/import tasks.

Experience in systems analysis and programming methodologies.

Understanding of Database design principles.

Knowledge of XML concepts and deployments in a database environment.

High level of analytical and problem-solving skills.

Applicants must be able to perform work with minimal supervision while multitasking and prioritizing work requests

Applicants must have excellent customer service and interpersonal skills and be able to follow established standards and procedures.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Manage the student information system.
- Develop and maintain Ad Hoc filters
- Use of reporting software and data mining, and data transfer services.
- Maintain clean data in the student information system.
- Implement new systems and modification to the current system in an optimal manner without adverse effects on current systems.
- Assist in the proactive monitoring of systems reliability and of system hardware/software. Correct all deficiencies through own efforts or outside support services as needed. Maintain a log of events.
- Develop, maintain, and monitor database access system tools related to student information systems.

Security

- Responsible for security functionality of hardware and software within the student information system by maintaining staff accounts and security.
- Lead the design, installation, testing and implementation of solutions needed for access, applications, and security issues related to student information systems.

Reporting

- Assist the district's compliance with reporting related to state/federal reports.

Documentation

- Maintain accurate documentation regarding SIS functions, operating procedures, and the dissemination of updates to users.
- Lead the design, installation, testing and implementation of solutions needed for access, applications, and security issues related to student information systems.

- Understand, document, and configure hardware and software related to student information systems, and dependent systems for IP addressing, printer interface and disk management.
- Coordinate and provide training activities with other departments, producing necessary documentation.

Other

- Assist in assigned activities related to student enrollment procedures, pre-enrollments, student attendance categories, transcripts and/or program components including but not limited to compliance, critical timeliness, student dropouts, and graduation rates for the purpose of ensuring compliance with legal and/or administrative requirements.
- Assist with the problem solving and trouble-shooting activities for the production events related to student information systems.
- Design the data interchange between systems at end of period events related to student information systems.
- Implement data archival procedures and implementation of restores.
- Coordinate the input of data from outside vendors (pictures, state test scores, etc.) into the student information system.
- Maintain communication tools in the student information system.

Support family access and the scheduling of parent/teacher conferences in the student information system.

- Attend and participate in meetings, conferences, and seminars to be informed of new developments in managing information systems, especially in relation to state regulations governing student information and other state requirements. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or

move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____