



COORDINATOR STUDENT INFORMATION SERVICES JOB DESCRIPTION

JOB TITLE:	Coordinator of Student Information Services	FLSA STATUS:	Exempt
REPORTS TO:	Director of School Operations Chief Operations Officer	PAY GRADE:	ADM 06
LOCATION:	Education Support Services	DAYS:	260
		JOB ID & DATE:	ADM-52 May, 2023

JOB PURPOSE SUMMARY

Manage and maintain up-to-date student information systems data in by proactively supporting schools in entering new records and changes to student information, including identifying and correcting gaps in student information, Ensuring quality control of student information systems data by establishing and managing processes, systems and communications that result in improved data integrity and accuracy, including but not limited to student demographic and emergency contact information; entry, transfer, and withdrawal statuses; and interim and final course grades. The Coordinator of Student Information Services is responsible for all registration activities in the district, accurate attendance collection and record keeping, and truancy services. Oversees the services for students in foster care.

REQUIREMENTS

Education Level Details

High school diploma required;
Bachelor's degree from an accredited college or university

License / Certification Required

None Required

Work Experience Required

Experience working in a fast-paced environment required

Strong technical skills and experience with data entry in Student Information Systems strongly preferred

Experience working with large data sets and/or data systems strongly preferred

Experience with student information and customer service strongly preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General Duties

- Coordinate the timely and accurate entry of data by schools by notifying school-based personnel of deadlines and requirements and communicating with them regularly
- Support school staff in managing student information systems data, including providing technical assistance with the Student Information Systems software and guidance in processing applicable

records

- Implement a schedule of in-person Student Information Systems trainings for school-based staff across the year and provide phone, email, and in-person technical assistance to school personnel as needed, in collaboration with team members
- Coordinate student records with specialized central office teams whose work is dependent on accurate student information

Registration Responsibilities

- Complete successful student registration and/or transfer, by obtaining and verifying authenticity of required registration documentation; enter student data accurately into the District's Student Information System (SIS) according to protocol; maintain the accuracy of student data through the District's Exception Reports; provide data for compliance reports.
- Cooperate with district departments on guardianship, home study, homeless students, Special Education, and foreign and exchange students, to ensure full access to services for all students.
- Pull courses from the course master into Infinite Campus to prepare for student course registration requests, build sections, assign teachers to courses, analyze conflicts, roster students into sections (and roster changes) to ensure each student has been successfully scheduled into classes for the new school year and for the Summer School/Enrichment session(s).
- Collaborate with District Departments and Charter schools for Open Enrollment, Administrative Transfer, and Open Enrollment Two; manage all dual enrollments for students participating in unique district programs.
- Inventory student cumulative files for current, graduated & withdrawn students, and other data as needed. Produce honor rolls, post grades, open the grading window, and perform grade validations. Verify availability of grades/transcripts in the parent portal. Purge, prepare, and scan student records into the Districts Universal Content Management system to comply with Colorado State Archive requirements. Fulfill transcript/records requests and Confirmation of Enrollment and Attendance in a timely and efficient manner in order to meet statutory compliance.

Attendance

- Confer regularly with school principals or their designees, regarding matters related to student attendance and welfare.
- Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and make home visits as necessary.
- Work closely with all school personnel regarding matters related to student attendance and welfare.
- Recommend pupil referrals to the school principal or designee for such agencies as the child guidance clinics, family service and placement agencies, and to other institutions and school as directed.
- Act as a liaison between the school and community agencies, such as public and private welfare, psychiatric, and law enforcement agencies. Serves as liaison between district, school, and home to explain legal procedures involving school attendance.

- Participate in in-service training of school personnel in matters related to student attendance and welfare.
- Investigate non-attendance to ensure legality of absence excuses.

Other Duties

- Perform all other tasks and duties as assigned. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate

SUPERVISORY RESPONSIBILITIES

Directly supervises assigned staff including Registrars

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Environment: The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Movement and Physical Activity: The position requires frequent walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials.

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position requires travel to various campuses, district meeting sites and conferences/meetings in and out of state. The position may require the employee to work some evenings and weekends. Employee must have the ability to work remotely in the event of a district disruption.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____