

27J SCHOOLS EXEMPT POSITION JOB DESCRIPTION

Job Title: Student Information System Application Specialist
Date Prepared or Last Modified: December 2020
Work Year: 12 months
Department: Technology
Reports To: Student Information System Manager

SUMMARY: Responsible for providing application support and programming for Student Information System software and related external programs. Assist with system application support, third party application support, and district-level administrative tasks within the applications. Provide support and training to Infinite Campus users to maximize the use of the SIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 10% Provide support and training to Infinite Campus end users in the use of the Infinite Campus Student Information applications and tool functionality.
- D 10% Develop and maintain documentation, instructional materials and training handouts. Plan, organization and provide training to ensure quality data entry and use of the student information system.
- D 10% Trouble-shoot all level problems or user issues within the SIS application, collaborate with the SIS System Manager and SIS team members, and external software vendor's technical support staff to resolve, develop, and apply corrections or upgrades.
- D 10% Develop, support and maintain data integration and exchange between Infinite Campus and other district Programs or applications such as SDMS, RevTrak, Pay For It, Naviance, Educlimber, Destiny, etc.
- W 5% Ensure accurate data by comparing, analyzing, and auditing data necessary for required Colorado Department of Education data collections.
- W 10% Collaborate with district staff to collect and process data required for state and federal reporting. Design, develop, test, deploy and support customized reports, using Microsoft SQL Reporting Services, Microsoft Visual Studio and Microsoft Excel, integrating data from multiple sources, including, but not limited to, data necessary for required Colorado Department of Education Data Collections and Civil Rights Data Collection. Facilitate and support all district staff in the validity of the data fields in the SIS system that are being pulled for the required for state and federal reporting.
- W 10% Write SQL scripts to analyze data integrity, export data, or to populate data fields depending on relationships to other data within the system. Design, develop and implement imports of external data into the Infinite Campus database, using SQL scripting as needed for data requirements.
- W 10% Design, develop, deploy and support large scale SSIS packages, including data quality and testing.
- M 5% Assist with the design and implementation of functional application changes and business process changes to meet necessary data requirements as determined by legislated and district department requests.
- M 5% Analyze and evaluate software updates, changes and enhancements, identify the user impact in the decision to schedule and apply the updates.
- M 5% Responsible for setting up and assigning security rights to all users of the Infinite Campus system, depending on the requirements of their position and FERPA requirements.
- M 5% Maintain a high level of expertise on the use and application of existing Infinite Campus tools to provide support for end users.
- M 5% Complete district level administrative tasks within the SIS Application in planning, development, and validating year to year set up such as calendar creation, new year roll ups, schedule wizard, and course set up.
- ONGOING Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: Bachelor's degree in computer science, information systems or related field required.

EXPERIENCE: Over three years' experience in Systems Application Support or Information Management Technology, with experience in Infinite Campus, implementation, data analysis, training, and SQL.

SKILLS, KNOWLEDGE, & EQUIPMENT: Strong written and oral communication, interpersonal, analytical, troubleshooting, decision making, multi-tasking, organizational customer service and time management skills. A strong understanding of database design, Infinite Campus applications, SQL, reporting services, integration tools and advanced ad hoc report writing tools. Knowledge and expertise of student data requirements, processes, and procedures for District, State and Federal compliance. Ability to work under pressure and manage conflicting priorities and deadlines. Ability to troubleshoot business processes and software design issues. Ability to document and design business processes and logically assess user requirements within the scope of business processes and software limitations. Operating knowledge of and experience with personal computers, office productivity software, report writing software and basic office equipment. Microsoft Office Suite, Infinite Campus Application and SQL required at time of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: Colorado Driver's License and proof of insurance required for hire. Infinite Campus Certification preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate. There is an occasional risk of electrical shock in this position.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to use interpersonal skills; to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, and negotiate.