

**JOB DESCRIPTION QUESTIONNAIRE – CLASSIFIED POSITIONS**

School District 27J

*It is expressly understood that there is a possibility, if you are requesting a reclassification, that this position may come in under the current grade. It is further understood, if that should occur, you will be frozen at your current rate of pay until the market catches up with your salary.*

PLEASE NOTE ONLY **ONE** QUESTIONNAIRE SHOULD BE COMPLETED FOR EACH JOB TITLE. QUESTIONNAIRES MUST BE TYPED OR CLEARLY PRINTED.

**1. Job Information**

Official job title: Student Information Systems Team Lead

If you recommend a different job title, please specify the recommended job title and obtain administrative supervisor approval for the title change: Recommended title: TBD

Supervisor Approval \_\_\_\_\_

Name(s) of Person(s) Completing the Questionnaire

Work Telephone Number 303-655-2912

Date: Aug 23,2022

This position is scheduled to work: 260 days per year, and 8 hours per day.

**2. Organizational Relationship**

Department: T.R.A.C.E.

Location/Building: NOC

Reports to: Name \_\_\_\_\_ Title Student Information Systems Manager

**3. Summary of Job**

Responsible for management of the Infinite Campus SIS reporting system, including all research, analysis, and design of business processes and state requirements, to support all reporting and maintenance functions. Provide accurate data from the SIS system to ensure successful outcomes in all data driven decisions. Provide support to end users, and document process changes to ensure process and collection of all data types is maintained.

**4. Essential Job Elements**

Please list the essential (must be done) tasks performed to achieve the purpose of this job. Include up to 13 of the most important tasks. Please be brief; **the job description will be limited to two pages**. Be sure to define any abbreviations. After you have listed the tasks, estimate the frequency each task is performed -- **(D)** daily, **(W)** weekly, **(M)** monthly, **(A)** annually. **Please assign only one frequency code to each task**. Also, estimate the percentage of time each task requires on an annual basis. The total, including the percentage allocated to “other duties as assigned,” must equal 100 %.

**Job Tasks Descriptions**

**Frequency**

**% of Time**

Each task should begin with an action verb, for example “develop,” “implement,” Daily = **D** Considered on an etc. Avoid verbs that do not describe actions, such as “perform,” “handle,” or Weekly = **W** annual basis “process,” without descriptors that show the extent of skill required.

Monthly = **M**  
Annually = **A**

<b>Job Task Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
Manage annual district state reporting process for all state reports. Ensure accurate data by comparing, analyzing, and auditing data necessary for required Colorado Department of Education data collections, including the October 1 student count, State testing, Safety and Discipline Indicator Collection, Student End of Year, and the Record Integration System. Prepare and submit electronic data required by CDE, assist other departments with report submission.	D	50%
Assist Student Information Application Specialist designated to assist with state reporting	W	10%
Provide support to Infinite Campus end users in the use of the Infinite Campus Student Information applications and tool functionality	W	10%
Compare and analyze data to support the data integrity of the district’s student information database system	D	5%
Identify and troubleshoot advanced-level problems within the student information system.	W	5%
Maintain a high level of expertise on the use and application of existing Infinite Campus Tools to provide support for end users	D	5%
Maintain up to date knowledge of state/federal data reporting requirements and facilitate knowledge of data requirements to departments and school staff as it relates to the data for which they are responsible.	M	5%
Coordinate with schools and departments to provide accurate and required data and audit documentation for the Student October Count, decide and communicate timelines to meet reporting deadline.  Other duties as assigned.	D	10%
<b>Total</b>	<b>PLEASE VERIFY THAT THE PERCENTAGES TOTAL TO 100%</b>	<b>100%</b>

**5. Qualifications: Education, Experience, Skills, Knowledge, and Licenses**

Assume you are promoted to another position and are given the responsibility for finding a person to fill this job. Think of the **minimum** level of education, experience, and skill a newcomer must possess to **enter the job** and successfully accomplish the essential duties of the job. These qualifications may not necessarily reflect the qualifications that you have.

**A. Education:**

Bachelor’s degree or above, or 3+ years experience in Student Information System Administration and Systems Applications Support with experience in implementation, data analysis, training, state reporting, accounting and auditing experience, SQL reporting and database management

Specify degree/major: Bachelor’s degree in computer science, computer information systems, engineering or related field.

**B. Related Work Experience** Check the appropriate box that best represents the **total** years of experience required for this position. Also, indicate the area(s) in which the experience is required, such as mechanics, plumbing, word processing, , dealing with children with special needs, transportation, etc. **Please check only one box. You may specify multiple areas of experience for the experience level chosen, and indicate individual experience levels required.** For example, if a grounds worker position requires three years of total experience (one year of experience in pesticide application and two years of experience in turf maintenance), he/she would check the second box, and write in “pesticide application - 1 year; turf maintenance - 2 years” on the lines provided.

**Over three years** experience in (specify area(s))\ SIS administration and System Application reporting. Colorado State reporting requirement and SIS general support, reporting support, and data integrity processes.

**C. Skills, Knowledge, or Training Required**

Knowledge of a language, basic mathematics, basic writing, basic microcomputer skills, advanced microcomputer skills, computer software skills, information technology, scheduling and time management.

**D. Required Licensing, Registration, or Certification** Indicate any special licensing, registration, or certification that is **required** to perform the essential duties of this job. This may include journeyman license, master level license, valid Colorado automobile driver’s license\*, commercial driver’s license (CDL), food handler certificate, CPR, First Aid, Department of Transportation physical examination, etc. Check (√) if the license, registration, or certification is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry. If required after entry, indicate the number of months in which the license, registration, or certification must be obtained after hire.

Special Licenses, Registrations, or Certifications	Check/complete only <u>one</u> box for each line		
	<u>Required</u> for hire	<u>Preferred</u> at hire, but not required	Must acquire after ? months (Indicate # of months)
1.Infinite Campus System Administrator Certification	Yes		
2.			
3			
4.			

\* This does **not** include getting to and from work or moving between locations during the work schedule if other modes of transportation are typically available.

**E. Equipment Operating Requirements** Describe any special equipment, such as office equipment, computer hardware, specific heavy equipment, etc., or computer software experience required to perform the essential duties of this job. Check (✓) if the ability to operate or use the equipment or software is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry.

Special Equipment Operating Requirements	Check/complete <u>only one box</u> for each line		
	<u>Required</u> for hire	<u>Preferred</u> at hire, but not required	Must acquire after ? months (Indicate # of months)

**6. Supervision/Technical Responsibility**

A. Does this position supervise others? YES **If “no,” skip to Section 6E.**

Describe the capacity in which this position supervises others. Include the type of position this person holds, such as coordinator, lead in a work group, supervisor, or unit supervisor. Also, indicate the nature of this supervisory role, such as whether this position is responsible for hiring, discipline, termination, directing work, etc.

What percentage of time does this position spend conducting supervisory responsibilities, such as training, assigning work, discipline, performance reviews, etc.? X Up to 50%

NN. List the complete job title for each title this position supervises. Include the unit name or department, and the number of employees in the positions supervised. Also, indicate whether the positions report directly to this position or through a subordinate supervisor or group leader.

Position Titles Supervised	Unit or Department Name	# of Employees	Check <u>only one box</u> for each line	
			Reports directly to this position	Reports to this position through sup or grp leader
SIS App Specialist	T.R.A.C.E.	2	X	

Describe the extent this position serves as a technical resource to others in such areas as curriculum, special education, bilingual skills, technical areas (e.g., computers, heat and air conditioning systems, hazardous materials, electrical systems, electronics, plumbing, etc.), or business applications (e.g., accounting, finance, payroll, etc.). Remember, a “technical resource” means that this position helps and trains others as part of the assigned job duties. **This position will serve as a technical resource to users in the areas of day to day computer usage and district SIS applications and reporting.**

F. This position’s technical resource responsibilities extend:  
 Across the District

## 7. Judgment and Decision Making

How is work assigned to this position and by whom?

Work is assigned through the Freshservice system in conjunction with SIS manager and CIO.

- A. Summarize a typical decision made by a person in this position on a regular basis. **A typical decision in this position would be reviewing all the requests made by users and setting priorities on which to resolve first based on impact.**
- B. Does decision making typically involve collaboration with other individuals, departments, or resources? Yes  
If “yes,” with whom does this position regularly collaborate? **Student Information Systems Team, Technology Team, all district schools and departments, Colorado Department of Education, other school districts, etc.**
- C. To what extent is a supervisor or manager involved in approving decisions made by a person in this position?  
 Always                       Occasionally                       Only major decisions                       Never

## 8. Diversity of Duties

Summarize the scope of duties involved in this position. Include the extent the job crosses other technical areas or fields, requiring cross-training to perform the job. For example, a carpenter may be required to have knowledge of carpentry, locksmithing, cabinetry, etc.

- A.  
Describe the technical skills and abilities required to solve problems while performing this job.

Understanding of relational database, SQL schema for the Infinite Campus Student Information System, State and Federal Reporting Requirements, Training Skills, Analysis, Testing and Troubleshooting Skills. Ability to motivate and encourage school staff to learn and perform required data entry. Ability to audit data. Ability to compare and analyze data using Excel, sql, ad hoc reporting tools, and Microsoft applications. Ability to troubleshoot business processes and software design related to issues. Ability to design, implement and train application changes necessitated by district data requirements. Ability to understand, analyze, and discover incongruence in related data.

- C. To what extent does this job crossover into other areas on a daily basis?  
 Within immediate work area or unit                       Within immediate department                       Within building  
 Across several other departments                       Across the District

## 9. Safety to Self and Others

Indicate how the nature of this position and/or negligence in this position could impact the safety of the person or the safety of others. The following factors should be considered:

1. **Nature of injury** For example, cuts; bruises; burns; fractured bones; disease; repetitive stress or motion injuries; loss of limb, eyes, or life; disfigurement, etc.
2. **Cause of injury** For example, motorized power equipment, working in high or precarious places, exposure to radiation or asbestos, food poisoning, extensive keyboarding, handling bodily fluids, working in/near traffic, inclement weather, explosives, fumes, airborne particles, electric shock, etc.

7668224. **Recipient of injury** For example, self, co-workers, peers, students, employees, District visitors, the general public, etc.

7668225. **Exposure to safety hazards or injury:**

**Low exposure** = Exposure is seldom, perhaps a few times per month for employees performing the job duties.

**Medium exposure** = Exposure is more frequent, perhaps two times per week for employees performing the job duties. **High**

**exposure** = Exposure is often, perhaps once a day or hourly for employees performing the job duties.

**Complete ALL boxes that apply.** Please indicate only the hazards that are due to the nature of this position and/or negligence in this position, not due to individuals that this position may supervise.

Injury	Injuries Associated with this Position √ ( )	Cause(s) of Injury (Specify)	Recipient(s) of Injury (Specify)	Exposure Level (Low, Med, High)
Bruises				
Cuts				
Burns: Chemical				
Burns: Heat				
Fractured bones				
Hernia				
Disease				
Repetitive motion or stress	X			
Loss of limb				
Loss of sight				
Disfigurement				
Fatality				

**10. Working Conditions**

The following information regarding this position is important to determine if accommodations can be made under the Americans with Disabilities Act (ADA). Please indicate the activities, demands, functions, and environments that are experienced in performing the essential job elements. **Indicate only the activities, demands, functions, and environments that this position is exposed to due to the primary nature of the job.** The categories below would affect either job performance or safety to oneself and/or to others. The amount of time indicated should reflect the portion of a work day where that activity, demand, function, or environment is encountered.

**A. Physical Activities**

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Physical Activities continued:	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear			X	
Taste or smell	X			

**B. Weight and Force Demands**

	Amount of Time (√)

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

C. **Vision Demands** Indicate the vision skills required to successfully perform the essential functions of the job. Check all the boxes that apply. Indicate only the vision demands that are required to meet the essential duties of the job.

- No special vision requirements  Peripheral vision  
 Close vision (clear vision at 20 inches or less)  Depth perception  
 Distance vision (clear vision at 20 feet or more)  Ability to adjust focus  
 Color vision (ability to identify and distinguish colors)

D. **Work Environment**

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

E. **Noise** Select the level of noise that is typical in the work environment for this job.

- Very quiet  Quiet  Moderate  Loud  Very loud

F. **Mental Functions**

	Amount of Time (√)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	

Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate			X	
<b>Mental Functions continued:</b>	<b>Amount of Time (√)</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Use interpersonal skills			X	
Compile			X	
Negotiate		X		
Other (specify)				

**11. Other Information**

Use the space below to record any other information that you feel should be considered in developing the job description for this position.

\_\_\_\_\_

**12. Participant Signature**

Participant Signature(s)

Date

**PLEASE FORWARD YOUR COMPLETED QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW AND SIGNATURE.**

**OBTAIN YOUR SUPERVISOR'S SIGNATURE ON PAGE 1 IF YOU RECOMMEND A TITLE CHANGE FOR THIS POSITION. Title change recommendations will not be considered by Human Resources without a supervisor's signature.**

**13. Supervisor Comments and Signature**

Please review the employee's responses to this questionnaire. Does he or she adequately describe the requirements and tasks to perform this position? If you believe changes are necessary, note the changes below or write in the changes in a different color ink in the appropriate section of the questionnaire **without changing the employee's response**. Please also review the changes with the employee.

\_\_\_\_\_



Your signature acknowledges that you have read this questionnaire and, excluding any edits or comments you make, you agree with its contents.

Supervisor's Signature      Date:

Telephone No.