

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Student Information Systems Manager
Date Prepared or Last Modified: June 2023
Work Year: 260 days
Department: Technology
Reports To: Chief Information Officer

SUMMARY: Responsible for the successful operation of Infinite Campus Student Information System, databases, software applications, training, systems analysis, and systems integration of all programs and apps the district employs. Coordinates with school staff, Student Achievement, Finance, Operations, Facilities, Special Education, and the user community to identify areas of improvement, recommended changes, and implement functional solutions. Provide support and training to all users, to maximize the use of all enterprise applications.

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

- D 25% Manages and guides the development and support of key educational systems used in the district, in line with district strategy and priorities. Collaborates with instructional staff around the ongoing development and implementation of a vision for process improvement. Ensures that the team creates systems and processes that positively impact student outcomes, reduce the cost of doing business, and improve customer service.
- M 10% Regularly assesses the district-wide need to replace software systems and applications. Follows district purchasing guidelines and best practices, and utilizes purchasing processes. Provides a business case for new technology investments based on strong input from staff and community stakeholders, with multiple alternatives or comparisons between in-house and off-the-shelf solutions in ways that makes it easy for leadership to make effective technology investment decisions
- W 10% Analyze and evaluate software updates, changes and enhancements, identifies user impact, and decide on schedule and implementation of the updates.
- D 15% Identify and troubleshoot advanced-level problems within the student information system, collaborate with software vendor support to resolve those problems if necessary, identify software programming defects and/or develop functional workarounds to resolve application problems. Serve as primary liaison between district and software vendor support staff.
- W 10% Develop and maintain documentation, instructional materials and training handouts and plan, organize and provide training to ensure quality data entry and use of enterprise applications.
- M 10% Design and implement functional application changes and business process changes to meet necessary data requirements as determined by legislated and district department requests
- M 5% 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 the electronic data required by the Colorado Department of Education, and facilitate or delegate and support the submission of state required reports by other district staff
- 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.
- M 5% Monitor changes in 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% Maintain a high level of expertise on the use and application of existing enterprise applications and tools to provide support for end users

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 AND TRAINING: Bachelor in Business Administration, Accounting, Computer Information Systems.

EXPERIENCE: Over three years experience in Student Information Systems Applications Support or Information Management Technology, with experience in Infinite Campus, implementation, data analysis and training, and accounting and auditing experience, SQL reporting, app development, software lifecycle management, and database management.

SKILLS, KNOWLEDGE, & EQUIPMENT: Strong written and oral communication, interpersonal, analytical, troubleshooting, decision making, multi-tasking, organizational, customer service and time management skills. Demonstrated understanding of basic database design, Infinite Campus applications, SQL and ad hoc report writing tools. Knowledge and expertise of student data requirements and 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 related 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.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license required. Certification in Infinite Campus preferred, but not required.

SUPERVISION/TECHNICAL RESPONSIBILITY: Spends up to 50% of their time coordinates and supervises data entry work performed by 2 additional staff members, supervises temporary staff for October Count. Acts as a technical resource for school and district staff regarding Infinite Campus and state reporting requirements and other district and Federal data requirements. Train employees in proper and essential data entry and extracts for some state reporting submissions. Delegates tasks to other department staff who provide support for Infinite Campus and related systems.

JUDGMENT AND DECISION MAKING: Work is guided by needs of district and school administration, end users, and state and federal reporting requirements, as well as district policies and system specifications and system requirements. Work is mainly self-directed, but also is assigned by the Director of Technology. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES: 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 manage, motivate and encourage staff to learn and perform required data entry. Ability to audit data. Ability to compare and analyze data using sql and 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.

SAFETY TO SELF AND OTHERS: High exposure to self to repetitive motion injuries due to keyboarding. Low exposure to self to bruises and cuts due to typical office accidents.

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 use hands to finger, handle, or feel; and to talk or hear. The employee is frequently required stand; walk; sit; and reach with hands and arms. 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 and distant vision, color vision, peripheral vision, depth perception and adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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