

# LYON COUNTY SCHOOL DISTRICT

## Student Information Services Administrator

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**Job Group:** Data Processing

**Classification:** Classified

**Terms of Employment:** Pay Grade 31 on the Classified Salary Structure (12-Month Schedule)

**FLSA Status:** NON-EXEMPT

**POSITION SUMMARY:** This position oversees all duties and responsibilities of the District's Student Information System. Operations, maintenance, archival and training requirements are all performed by this position. SIS Admin works closely with other departments and independently to meet state reporting requirements and aggregate data for grants, scholarships, reports, statistical and supervisory information needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manage the Student Information System, including creating user accounts, resolving technical problems, modifying the system to meet district needs, and supporting staff in the use and problematic issues of the system.
2. Manage parent and staff communication system setup, security, and reporting.
3. Prepare reports as directed
4. Train Building Administrators, Principal's Secretaries, School Secretaries and Counselors on the use of Student Information System.
5. Organize, oversee and respond to annual enrollment audits done by Department of Education.
6. Prepare system for annual roll over and oversee student scheduling
7. Analyze and assist with creation of new/revised board policies regarding student data such as attendance, graduation requirements and class ranking.
8. Investigate, code and create new courses to meet school needs and district/state requirements.
9. Oversee record retention for student records district wide.
10. Assist Curriculum Department with preparing, and recording of state standardized testing.
11. Import student photos into student information system, and provide backup support to the Nutrition Department and Library for the import of photos into those systems
12. Collect student data as needed to resolve emergency situations.
13. Provide information regarding student data to state and federal governmental agencies as directed.
14. Work directly with IT Director, District staff and school administrators to implement site, district, federal and state requirements
15. Manage intranet webpage for all SIS user related information/data.
16. Design and update academic formats for district's recording of GPA's, transcripts, report cards, historical grades, eligibility to meet Board Policies
17. Oversee data transfers of data to state and conduct verifications and data implementation for factors such as Special Ed, Free/Reduced Nutrition, Gifted and Talented, English as a Second Language, Homeless, Immigrant Status, Children in Transition
18. Attend all required weekly and/or monthly meetings as directed.
19. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
20. Regular and consistent punctuality and attendance are essential functions of the job.
21. Performs and participates in other related duties as assigned by the Director of Secondary Curriculum or their designee

### **POSITION EXPECTATIONS:**

**Knowledge of:**

1. Microsoft Office suite of applications, as well as specialized software used for Student Information
2. Nevada Reporting Requirements
3. Data collection

**Ability to:**

1. Use good judgment in applying established guidelines to solve work problems
2. Work independently in completing assigned tasks and in maintaining the standard correspondence, files, and reports of the office
3. Deal courteously with the public and obtain the information necessary to assist them
4. Work and communicate effectively with all people contacted in the work environment
5. Understand and carry out moderately complex written and oral instructions

**POSITION REQUIREMENTS:**

**Education and Training:**

1. High School Diploma or equivalent
2. Bachelor's Degree in computer science, or two (2) years' experience in a similar position preferred, but not required for this position.

**Licenses and Certifications:**

None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting				X
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping		X		
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT				X
Driving a Vehicle	X			
Working Alone				X
Operating Machinery or Equipment:	X			
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:	X			
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day		X		
Overtime/Irregular Hrs		X		
Senses:	X			
Eyes			X	
Visually Demanding Work			X	
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination		X		
Hearing Protection	X			
Speech Discrimination			X	

Audio Alarms	X			
Ability to Smell	X			

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_