

4/2020

TITLE OF POSITION: Student Information Systems Specialist

CLASSIFICATION: Technology & Printing

LOCATION: Technology

SUPERVISOR: Director of Information Technology

SALARY RANGE: Placement on Classified Salary Schedule – Technology II

GENERAL DESCRIPTION:

The Student Information Systems Specialist provides leadership to school district personnel on all aspects of student information including district wide coordination, training, and support of the Skyward, Washington School Information Processing Cooperative (WSIPC), student information system. The Student Information Systems Specialist gathers, organizes, and reports student demographic and assessment information for state and district reports.

DUTIES AND RESPONSIBILITIES:

1. Serve as the district's primary liaison and contact for student information, including reporting, data input and troubleshooting and use of the student information system.
2. Provide training and support to student information system users for Skyward and any subsequent student information systems adopted by Cheney School District.
3. Provide first line support to users of student information and assessment systems district-wide; communicate issues directly to NEWESD 101 data management personnel and provide solutions to users.
4. Ensure the accuracy and integrity of student information system data for district, state and federal reporting - ensuring that documentation of procedures is current.
5. Create, verify, balance, and submit state enrollment and student data reports on time and as scheduled (P223, P223H, K-3, P213, P210).
6. Administer and maintain Skyward data, including but not limited to data entry and accuracy.
7. Maintain Skyward staff module; administer Student Management security for staff members as needed.
8. Maintain Skyward attendance and discipline letters; build and maintain Skyward calendars; enter grading configuration for each entity annually.
9. Serve as CEDARS administrator and work with district personnel to ensure data accuracy (SSIDs, date conflicts, certification numbers, staff types, invalid grades, course codes, discipline, etc.).
10. Verify Running Start, Truancy, High Poverty and Student Discipline reports for state reporting.

11. Ensure district-established student registration processes are followed accurately and timely to guarantee students are enrolled consistently district-wide.
12. Administer P-12 Choice enrollment processes and options; manage online Choice system.
13. Work with registrars and secretaries to organize data for the generation and reporting of elementary and secondary report cards, and back up all report cards and gradebooks annually.
14. Update and maintain student and staff information for district, state and federal assessments.
15. Administer, maintain, support, troubleshoot, and report on assessment platforms, including but not limited to: MAP, DRA, DESSA, WaKids, WA-Aim, ELPA21, SBA, and WCAS.
16. Support student information needs related to High School and Beyond Planning in SchoolLinks.
17. Gather and report MESA, K-4 Literacy, and College Bound data as needed.
18. Facilitate gathering the data required for Civil Rights Data Collection reporting.
19. Import/export data into and from student information databases, creating documents such as: spreadsheets, charts, graphs, and reports in order to assist principals and directors with student information data analysis and collection.
20. Participate in ongoing training to maintain current knowledge in the field and disseminate information as applicable.
21. Other duties as assigned by the Director of Data, Assessment, and State/Federal Programs.

QUALIFICATIONS:

1. Associate degree in an area such as computer science, computer information systems, or other related field. Bachelor's degree preferred. Two years equivalent work experience may be substituted for one year of education.
2. Requires understanding the concepts of database structure; demonstrated ability to manage a large database.
3. Two years experience in a student information data support position.
4. Working experience with school district student information systems, assessment administration, and student record keeping.
5. Must be able to compile and maintain accurate and complete records and reports, with specific attention to detail.
6. Excellent computer skills with above average knowledge of Microsoft and Google computer applications (i.e.: MS Excel, Google Sheets, etc.).
7. Demonstrated ability to work independently, rapidly, and with a high degree of accuracy.
8. Demonstrated ability to prioritize and manage time effectively in an environment with frequent interruptions.
9. Demonstrated ability to handle confidential matters in an ethical manner.
10. Must be able to maintain good rapport with students, staff, and the public.
11. Ability to communicate with staff and public in a professional manner both orally and in writing.

12. Ability learn complex technical material, new technologies and procedures, and adapt to a rapidly changing environment while under pressure.
13. Ability to analyze situations to define issues, draw conclusions, and provide solutions.
14. Willingness to participate in ongoing training to maintain current knowledge in the field.
15. Willingness to become a Washington Notary.
16. Possess a valid Washington state driver's license.
17. Must be dependable and flexible, including flexibility to work beyond the regular workday when required.
18. Ability to work collaboratively in a team environment.

Testing may be used to determine qualifications.