



For our children, our community, our world, our future

Cheney Public Schools
12414 S Andrus Road
Cheney, WA 99004
(509) 559-4599

CLASSIFICATION:	Technology	LOCATION:	Technology Services or Teaching & Learning
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director.	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

POSITION: Technology II – Student Information Systems Specialist

GENERAL DESCRIPTION

The Student Information Systems Specialist is experienced in working in a fast-paced environment demanding strong technical skills. This position requires a highly-qualified, detail-oriented candidate, who is resourceful in completing and documenting projects; who utilizes previous skills, knowledge, training, and experience to enhance the productivity of the technology department and the district.

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 student information system. The role is responsible for staff training, liaison between district departments and external data requirements. It is necessary for this position to analyze external requirements to provide accuracy of information within core student information systems and integration with other applications; including but not limited to, data related to staffing, scheduling, student records, and state reporting. The Student Information Systems Specialist gathers, organizes, and reports student learning and assessment information for state and district reports.

ESSENTIAL FUNCTIONS

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Serve as the district’s liaison and contact for student information; including but not limited to, reporting, data input and troubleshooting, and use of the student information system
- Design, provide and/or coordinate effective training and support to student information system users for the student information systems based on internal needs
- 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 timely solutions, professional communication and follow-up to users as needed
- Ensure the accuracy and integrity of student information system data for district, state and federal reporting - ensuring that documentation of procedures is current
- Create, verify, balance, and submit state enrollment and student data reports on time and as scheduled (P223, P223H, K-3, P213, P210)
- Administer and maintain data; including but not limited to, data entry and accuracy
- Maintain staff module; administer Student Management security for staff members as needed
- Maintain student attendance and discipline letters; build and maintain student calendars; enter grading configuration for each entity annually
- 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.)
- Verify Running Start, Truancy, High Poverty and Student Discipline reports for state reporting
- Ensure district-established student registration processes are followed accurately and timely to guarantee students are enrolled consistently district-wide
- Manage online Choice enrollment systems
- Work with registrars and secretaries to organize data for the generation and reporting of elementary and secondary report cards, transcripts, course codes, and back up all report cards and gradebooks annually
- Update and maintain student and staff information for district, state and federal assessments
- Administer, maintain, support, troubleshoot, and report on assessment platforms; including but not limited to, MAP, DRA, DESSA, WaKids, WA-Aim, ELPA21, SBA, and WCAS
- Support student information needs related to High School and Beyond Planning in SchoolLinks

- Gather and report data as needed; including but not limited to, MESA, K-4 Literacy, College Bound, MAP, iReady, SBAC, EOU, Panorama, and Benchmark assessments
- Facilitate gathering the data required for Civil Rights Data Collection reporting
- Import/export data into and from student information databases, creating documents such as: spreadsheets, charts, graphs, and reports in order to assist principals, directors, and the school board with student information data analysis and collection
- Modify and/or customize data systems applications to meet district requirements
- Participate in ongoing training to maintain current knowledge in the field and disseminate information as applicable
- Other duties as assigned

Each of the positions in the specific department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the department.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: concepts of database structure; computer and software platforms, including but not limited to Microsoft Office and Google Workspace; district-approved record keeping and reporting systems

Ability to: manage a large database; compile and maintain accurate and complete records and reports with specific attention to detail; excel in computer and software platforms, including but not limited to Microsoft Office and Google Workspace*; work independently, rapidly, and with a high degree of accuracy; prioritize and manage time effectively in an environment with frequent interruptions; handle confidential matters in an ethical manner; maintain good rapport with students, staff, and the public; communicate with staff and the public in a professional manner both orally and in writing; learn complex technical material, new technologies and procedures, including, but not limited to, AI tools, and adapt to a rapidly changing environment while under pressure; analyze situations to define issues, draw conclusions, and provide solutions; be dependable and flexible, including flexibility to work beyond the regular workday when required; work collaboratively in a team environment

MENTAL DEMANDS

- Required to work independently, often under stressful conditions with frequent interruptions
- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

PHYSICAL DEMANDS

- Ability to repeatedly lift and carry up to 45 pounds
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 60% sitting, 20% walking, 20% standing
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity. The employee is frequently required to sit, bend at neck and back, use hands to push/pull and lift/carry; squat, kneel, climb stairs or ladders, reach overhead, lift overhead, and knee stand.

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent
- Associate degree in an area such as computer science, computer information systems, or other related field. Bachelor's degree preferred
 - Combination of education, training and experience that demonstrates the ability to perform duties comparable to those listed herein may be considered in lieu of degree
- Two years experience in a student information data support position
- Type and/or keyboard accurately at 55 adjusted wpm*
- Working experience with school district student information systems, assessment administration, and student record keeping
- Willingness to participate in ongoing training to maintain current knowledge in the field
- Willingness to become a Washington Notary

- Must have and maintain a valid Washington State Driver's License
- Ability and willingness to travel on work assignments
- Must have access to reliable transportation

*Testing to be used to determine knowledge of pertinent skills

TERMS OF EMPLOYMENT

- Technology Classification on Public School Employees of Cheney Salary Schedule
- Year-round position; 8 hours per day

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills

HISTORY

Job description and format updated: December 2024

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER