



Job Description

**DATA ASSESSMENT & STUDENT INFO
SPECIALIST**

Reports To: Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for a wide range of support and reporting with data systems and testing including SIS liaison. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Identifies, diagnoses, and resolves problems for users of the St. Helens School District Student Information System (“SIS”).
2. Provides one-on-one end-user SIS problem resolution by phone, e-mail, or remotely as needed.
3. Responds to basic, non-complex problems, referring more complex problems to appropriate higher level internal personnel and/or to the Cascade Technology
4. Attends data system meetings when required at local Educational Service Districts.
5. Assists with maintenance of SIS data integrity by running reports to identify potential errors.
6. Assists with system maintenance by running regular system processes daily, weekly or monthly, as needed. Maintains and adheres to the schedule for these system responsibilities.
7. Performs basic SIS setup for schools before the start of the new school year. Assists district staff to facilitate the New Year Rollover and Year End Transition.
8. Grants SIS access to end-users with the appropriate level of system security. Resets passwords as needed.
9. Stays current on state and federal student data reporting requirements for the purpose of ensuring accurate and compliant data submissions.
10. Attend state meetings in preparation for reporting changes.
11. Ensure state reports are submitted as required, notifying the appropriate staff of timelines and needs. Prepare state reports with information from student databases and submit accurately and timely.
12. District Test Coordinator including training of test coordinators, tracking testing issues, ordering paper/pencil test, filing testing results on assessment system and creating assessment reports.
13. Attend monthly assessment meetings (ROAC) to stay current on training and issues.
14. District data coordinator including providing data as needed for reports, charts and grants.
15. Assist management of user accounts and access privileges for the Data Warehouse for the purpose of providing data security.

**St. Helens School District
St. Helens, OR**

16. Member of Data Warehouse Governance Committee attending quarterly online meetings to provide input and stay current on changes to DW.
17. Other duties as assigned by the Superintendent and Board.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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.

1. High School diploma or General Education Diploma (GED). Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting preferred.
2. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
3. Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations school staff. Ability to verbally respond to common inquiries from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
4. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
5. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
6. General knowledge of computer usage and ability to use standard school software, e-mail, internet software, spreadsheets and word processing software. Ability to keyboard accurately and proficiently.
7. Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
8. Certificates as determined by the District including driver's license, safety training and first aid/CPR card if needed.

SALARY

As negotiated in the OSEA agreement.

EVALUATION

As negotiated in the OSEA agreement.

**St. Helens School District
St. Helens, OR**

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

The physical demands described here 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

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high. Employees may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____