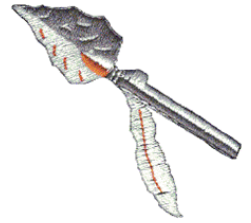


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Student Information and Assessment Specialist

Revised Date: June 2023

Range Assignment: 24

Qualifications:

- High school diploma or equivalent
- Working knowledge of various software packages
- Good working knowledge of data downloads and uploads
- Demonstrated ability to work as part of a successful team
- Valid Oregon drivers license
- Ability to abide by confidentiality rights of students, staff and parents

Reports to: Director of Human Resources

Performance Responsibilities: (essential job functions)

- Maintains accurate and complete information for Scappoose School District 1J in the student information system for the purpose of insuring accuracy of reporting attendance, report cards, registration and withdrawal of students, transcripts, immunization data, schedules, honor roll, forecasting and other required state and federal reports.
- Assists in design, trouble shooting, analyzing and reports for the purpose of completing reports and providing data to users.
- Supports established deadlines for grade reporting, including class lists, report cards, grade verification reports and any additional reports needed by staff to support the monitoring of student academic performance.
- Manages Scappoose School District data systems.
- District Testing Coordinator
- Provides administrative support for the Director.
- Is punctual and maintains regular attendance

Performance Duties:

- Continue management and support of Canvas, OSAS and other databases as assigned
- Support and management of current Student Information System (SIS); manage any transition from current IS to a new SIS
- Training of staff and management of all state assessments
- Maintain good contact with all ESD and Cascade Technical Alliance offices.

- Input of CRDC Federal report
- Input and Spanish translation for supplemental report card data
- State reporting and validations, ODE applications as assigned
- Assist secretaries with school level state reporting
- Manage student application licenses

Physical Requirements:

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 sit, use fine motor skills, i.e., hands to ginger, handle or feel; and talk and hear. The employee is frequently required to stand, walk and reach with hands and arms.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Requirements:

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		

*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books, computer parts					

Work Environment:

The work environment characteristics described here are representative of those and 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 employee often works under pressure due to short inflexible deadlines. The employee is routinely interrupted by staff, visitors and/or telephone calls, while performing complex tasks. The employee must work effectively in stressful situations, exercising good judgment in making decisions. The employee is required to remain patient and tolerant with changing conditions. The noise level in the work environment is usually quiet.

Terms of Employment:

Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Board policy.

I, _____ have read and understand the above requirements for this job position and understand its contents.

I am aware that my position description may be revised or updated at any time and one notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Signature _____ **Date** _____