

Student Information Systems Coordinator
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Technology**
Dept: **Student Information Systems**

TITLE: **Student Information Systems Coordinator**

QUALIFICATIONS:

1. High School Diploma. Associate degree preferred or equivalent combination of education and experience.
2. Minimum of three (3) years' experience in in a business or education setting preferred
3. Knowledge and experience in Microsoft Office required.
4. Two (2) years of strong database experience preferred.

REPORTS TO: Director of Technology/Student Information Systems Supervisor

JOB GOAL: Support the collection, reporting, auditing and archiving of Student Information Systems data for the school system. Interacts with District staff on all facets of the system and solves system issues.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Performs annual setup/configuration which includes calendar, scheduling, attendance grades, power grades, photo imports, summer school, end of grade, report card printing, honor roll calculations, and related items.
3. Plan, create, coordinate, and implement training for school-based data managers/staff and district staff.
4. Monitor completion of data projects for progress, accuracy, and oversee resolution of identified problem areas.
5. Assist in the collection and uploading of data for state and federal reporting requirements.
6. Responds to requests for data and prepares reports; ensures data quality standards are met in all areas.
7. Attends local, regional, state or national meetings to gather current and useful information.
8. Reads, interprets and applies technical information to facilitate operations.
9. Comply with the confidentiality requirements in local, state and federal policies and status.
10. Performs related duties as assigned.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of SIS applications
- Demonstrate functional knowledge of student accounting practices.
- Ability to develop training curriculum, plan and lead training sessions with district staff.
- Skilled in the use of current software to include word processing, spreadsheets, and desktop publishing applications and web/cloud-based applications.
- Demonstrate functional knowledge of local board policies and North Carolina Department of Public Instruction general programs, policies, guidelines and practices used in educational facility design.
- Excellent oral and written communication skills including document proofreading and editing skills. Ability to master multiple communication methods.
- Ability to read and interpret technical information to facilitate operations.
- Ability to coordinate, plan, meet deadlines and accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.