



JOB DESCRIPTION

Job Title	Data Services Specialist
Department	Information Technology
Reports To	Director of Technology, Data, and Media Services
Classification	Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Job Summary

The Data Services Specialist leads efforts related to the student information system; initiates system tasks, identifies failures and abnormalities, initiates corrective action, and recommends and controls system recoveries to reestablish effective operations. The Data Services Specialist understands and coordinates activities of internal and external client/server systems and personnel.

Essential Job Functions

- Coordinates and is responsible for the student information system (SIS).
- Designs, directs, and conducts the district's compliance with reporting related to state/federal reports (WISE applications) data mining, and data transfer services.
- Maintains clean data in data systems by conducting data validation on a regular basis.
- Maintains accurate documentation regarding SIS and other data systems, functions, operating procedures, and the dissemination of updates to users.
- Responsible for security functionality of hardware and software within the student information system and overseeing staff accounts and security as maintained by SIS support.
- Implements new systems and modifications to current system in an optimal manner without adverse effects on current systems.
- Leads the design, installation, testing and implementation of solutions needed for access, applications, and security issues related to the student information system and other related data systems.
- Assists in assigned activities related to student enrollment procedures, including but not limited to pre-enrollments, student attendance categories, transcripts and/or program components including but not limited to compliance, critical timeliness, student dropouts, and graduation rates for the purpose of ensuring compliance with legal and/or administrative requirements.
- Understands, documents, and configures hardware and software related to student information systems, and other related data dependent systems.
- Problem solves and trouble-shoots activities for the data systems.
- Monitors system reliability and system hardware/software. Corrects all deficiencies through own efforts or outside support services as needed.

- Develops, maintains, and monitors database access system tools related to data systems.
- Coordinates and provides training activities with other departments/buildings, produces necessary documentation.
- Designs the data interchange between systems at end of period events related to student data related systems.
- Responsible for data archival procedures and implementation of restores.
- Coordinates, responds to, escalates, and resolves internal helpdesk tickets; acts as lead to escalate and monitor tickets assigned to SIS vendor.
- Coordinates the input of data from outside vendors (pictures, state test scores, etc.) into the student information system and other data systems.
- Maintains the communication tools in the student information system and coordination with other District communication tools.
- Supports family access and data needs for the scheduling of family/teacher conferences.
- Attends and participates in meetings, conferences, and seminars to be informed of new developments in managing data systems, especially in relation to state regulations governing student information and other state requirements.
- Researches and interprets Department of Public Instruction documentation with other departments and determine best use of that information in data systems.
- Coordinates setup of data for summer school registration, assist with registration day, and complete summer attendance reporting from SIS.
- Performs highly confidential investigations as requested by the Director of Technology, Data, and Media Services, Executive Director of HR, or appropriate designee.
- Stays current in field through professional readings, seminars, workshops, and conventions.
- Provides technical direction to other staff and guides the work of the data support personnel.
- Performs annual SIS setup and rollover.
- Assists Executive Assistants in the preparation and submission of reports to the Department of Public Instruction.
- Provides assistance and expertise to support Centralized Enrollment for the District.
- Coordinates SIS focused training and support for building secretary and registrars as needed.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate’s degree in data management or related field.
- Three or more years of related experience.
- Demonstrated experience in direct user support.
- Knowledge of data security, including cyber security principles to protect sensitive student information.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor’s degree in data management or related field.
- Experience in each of the following:
 - Database management.
 - Knowledge of WI state reporting, and WISE applications.
 - Software proficiency with the district’s student information data services applications.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent database knowledge and expertise.
- High attention to detail.
- Ability to work independently without direct supervision in a fast-paced environment.
- Effective communication and interpersonal skills.
- Excellent critical thinking and time management skills.
- Knowledge of data mining.
- Ability to read and comprehend technical narrative material for application to daily work.
- Ability to provide services with a high degree of confidentiality.
- Knowledge of the Children’s Internet Protection Act (CIPA) and the Family Educational Rights and Privacy Act (FERPA).
- Ability to work a flexible schedule including evening and weekend hours as needed.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.