STUDENT INFORMATION SYSTEM SPECIALIST

Purpose Statement

The Student Information Specialist works under the direction of the Executive Director of Educational Services and the Educational Services Coordinator(s). This position manages and provides support for schools and district related LEAs in the planning, implementation, data entry, data retrieval, and the assessment of data collection and {"procedures regarding the Student Information System and related Student Information System functions (e.g. scheduling, gradebooks, report cards, discipline, interventions, special education services). This position maintains the student information system, executes customized queries, and collects data to support diverse District administrative functions.

Essential Functions

- Plans professional development and trains school clerical staff, counselors, administration, and other district and school support staff in data management protocols and best practices, ensuring the accuracy and completeness of student data stored within the student information system
- Represents the District as the specialist for the Student Information System (SIS) and other information systems as assigned, including attending trainings, webinars and communications with other school districts, District departments, and stakeholders
- Communicates with and supports site and District administration regarding student demographics, attendance, discipline, special programs, academic information, scheduling, gradebook, report cards, spreadsheets, and data queries
- Prepares and maintains informational reports utilizing the student information system for the use of school sites and district office personnel
- Monitors the integrity of student data
- Designs and executes specialized queries and reports using, Excel, student information systems, and/or other applications
- Supports the development of systems and procedures for student records
- Monitors, revises, and disseminates district and departmental procedures for student records, including attendance, grade reporting/transcripts, and special programs
- Supports District administration in the auditing and updating of the Student Information System (SIS) with staff and student information
- Supports District administration in the auditing of student database information for the purpose of data accuracy
- Assists district staff with validation of student enrollment and demographics for reporting purposes
- Supports technology services and District administration in the integration of district systems with the student information system (e.g., Destiny, Naviance, Google G Suite, Renaissance Learning, SIRAS)
- Imports test data and student information into the student information system and related databases
- Exports data from district database and information systems into integrated information systems and applications
- Provides information systems training and support to sites and district office staff
- Manages teacher and parent portals for the student information system
- Supports and monitors student registration, enrollment, course requests, scheduling, report cards, transcripts, emergency cards, absence verification, etc. for the purpose of ensuring efficient and effective operation of the student information system and compliance with applicable legal requirements
- Supports the CALPADS Specialist in error reporting, auditing, maintaining, and updating the student information system (SIS) in accordance with state and federal guidelines and regulations
- Supports the CALPADS Specialist during state and federal reporting periods (e.g. Fall 1, 2, End of Year, Civil Rights Data Collection)
- Other job related duties as assigned

Job Requirements & Skills

KNOWLEDGE OF: Current technology and software applications including student information systems, Microsoft Access, Excel and Word; correct English usage, spelling, grammar, punctuation and composition; current office methods, procedures and equipment to include word processing, data entry and fax operations. Methods used in compiling complex statistical reports; data processing terms, practices and procedures; computer operating systems and record management; troubleshooting techniques and tools and Federal, State, and local student information reporting guidelines and requirements .

ABILITY TO: Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed; proficiently operate standard office equipment; computer/word processor, fax machine, computerized telephone system, etc.; make complex mathematical calculations with accuracy and speed; maintain cooperative, positive working relationships with diversified staff and general public; write queries using the student information system and provide disaggregated data on assessment results to school sites; detect errors in printed output and troubleshoot query problems with all data; prepare complex reports; define problems, collect data, establish facts and draw valid conclusions; analyze data utilizing various processes; prepare routine reports using the student database system and serve as a resource to District personnel.

Responsibility Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Job related experience with increasing levels of responsibility

Education

Minimum: Associates Degree
Five (5) years progressively responsible experience working in an educational setting. Extensive experience computer experience with data in an educational setting.

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate
Ability and willingness to continue professional development to maintain current and applicable skill base in information technology systems applicable to use in a K-12 School District setting

Certificates & Licenses

Valid Driver's License

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision

Executive Director Educational Services

Salary Grade

Classified Range 33

Work Year

260 Days