

Position: Information Systems Manager

Job Summary: Under general supervision, performs a variety of complex technical and computer support functions for the student information system at the district level. Work involves utilizing specialized computer-driven file maintenance, word processing, and spreadsheet programs, which are part of the student information system to develop and maintain student data records (attendance, class schedules, grades, demographic statistics, immunizations, etc.). Work at this level requires substantial knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system to support school operations and to effectively generate federal, state, and local electronic files and reports. The employee is also responsible for coordinating the district website to maintain a consistent web presence across all school web pages.

Qualifications/Minimum Requirements:

1. Strong knowledge of Skyward Student Management software is required.
2. Working knowledge of Microsoft Office suite.
3. Must have strong communication, computer, and interpersonal skills.
4. Must learn and utilize new software programs as systems are upgraded.
5. Must have the ability to establish and maintain effective working relationships with staff and the school community.
6. Must have the ability to perform several tasks simultaneously.
7. Must be able to speak clearly and concisely in oral and written communication.
8. Graduation from high school and at least three years of experience in an automated office or systems environment or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Reports to: Director of Technology

Responsibilities:

- Provide technical support to teachers, staff, and administrators in the use of the electronic Student Information System software.
- Provide data reporting to all levels of O'Fallon School District 90 administration.
- Act as a liaison between the district office and the building-level secretaries to resolve issues with reports.
- Provide the extensive reporting required by the State through IWAS.
- Protect the integrity of information for accurate statistical and informational data.
- Perform New Year rollover procedures at the District and school levels.
- Prepare and maintain other computer databases pertaining to student records, activities, and demographic information.
- Assist with training teachers and staff to utilize the district website, including creating training materials and tutorials.

- Coordinate the layout of information presented on the district website to maintain a consistent web presence across all school web pages.
- Other related duties as assigned by the Director of Technology,