



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Student Information Systems Administrator/Student Registrar
Department / Location:	Student Services / District Office
Reports to:	Director of Student Services
Employees Supervised:	None
Classification:	12-month
Status:	Non-Exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

This position will assume primary responsibility for the student information system, ensuring its integrity and efficiency and providing direct support to end-users and district personnel. The SIS Admin/Registrar is also responsible for the direction, management, and coordination of the enrollment process, including the online registration system. In addition, you will be responsible for generating accurate and timely state and federal reports.

Essential Functions and Responsibilities

(Incumbent may perform any combination of the job functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements.)

State Reporting:

1. Assumes responsibility for state and federal reports relating to student data. Including, but not limited to WiseData Snapshots, Pupil Count (PI-1563), and Civil Rights Data Collection. This includes identification of data elements for state and federal reporting.
2. Obtains WISEIDs for all students.
3. Maintains accurate database of district-wide student information to enable timely data requests and fulfillment of report requirements.
4. Work with building and district teams to ensure accuracy of student record information within Infinite Campus and WISEdata.

Registration and Enrollment:

1. Assumes responsibility for the enrollment of all students in the District.
2. Communicates information about the registration process to school staff and families.

3. Resolves residency issues that arise during the registration process.
4. Assists with the administration of Open Enrollment and Tuition Waiver processes including identification, tracking, and coordination with the Business Services department.

System Administration:

1. Responsible for the daily operation of the Student Information System.
2. Provides support to all users including parents/guardians, staff and students including Tech Help Desk Tickets and IC Help Requests.
3. Resolves all IC issues including problems that arise with the user Messages.
4. Identifies IC training needs and coordinates with vendor and staff to facilitate training.
5. Assist with determining and monitoring user access to student records in Infinite Campus.
6. Monitors and requests all system updates.
7. Creates all staff members along with their assignments and user rights in the SIS.

Knowledge, Skills and Abilities

1. Demonstrated leadership in the management of a student information system and school improvement processes.
2. Strong background and training in all areas of student information databases, specifically Infinite Campus.
3. Excellent verbal and written communication skills.
4. Ability to establish and maintain positive relationships with administrators, staff, and guardians.

Working Conditions

1. Indoor office environment.

Physical Requirements

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the district.
3. The person in this position must be able to remain in a stationary position 75% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators, staff, and guardians, and must be able to exchange accurate information with such individuals.

Education and Experience

1. Associate's Degree or equivalent.
2. Minimum of three years of related experience.
3. 3-5 years working with Infinite Campus Student Information System.
4. Ability to organize and establish priorities.
5. Strong customer service and interpersonal skills.
6. Knowledge of FERPA requirements and skill with management of confidential information.
7. Strong collaborative skills, flexibility, and ability to manage multiple demands.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital

status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.