

Job Description

Prepared/Revised Date: June 2025

Job Title: **Student Data Systems Specialist**
 Job Family: **Student Support Services**
 Pay Program: **Classified**
 Typical Work Year: **11 months**

Job Code: **250604**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G20**

SUMMARY: Responsible for overseeing and optimizing district support systems such as Enrich IEP, Rapid Identity, and others to ensure compliance, functionality, and user satisfaction. As the primary Enrich system administrator, this role ensures state and federal IEP compliance, system functionality, and user experience through tasks like role management, user access, and school/student data management. Responsibilities include implementing system updates, bug testing, troubleshooting, and resolving technical issues. The position also involves advanced data analysis, report creation, spreadsheet optimization, and providing onboarding, training, and support for IEP users. This role bridges technical expertise with student support services to ensure compliance and efficient operations by managing communications, guidance documents, and departmental resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by position.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage user and team facilitator roles, permissions, and access across the student data support system and the access control systems. Configure and maintain school, student, and data settings, ensuring accuracy and consistency. Oversee system updates and version releases, including bug testing and communication with vendors. Serve as the district liaison and primary IT Help Ticket agent for troubleshooting and resolving system and IEP-related issues. Maintain state reporting requirements and implement compliance-related system changes. Running weekly reports and communicating with district staff when something needs correcting and reminding timelines to meet compliances for the district and state.	D	50%
2. Design and validate reports, ensuring data accuracy for district leadership and compliance purposes. Enhance and streamline departmental spreadsheets, such as allocations, caseload reports, and service reports, etc. by updating formulas and improving functionality. Maintain department websites, organizational flowcharts, and support documentation. Create and distribute weekly newsletters to communicate updates and provide guidance to district staff. Creating and organizing data functionally for staff as district needs arise. Redacting IEP Documents as needed to assist with Audits or other confidentiality purposes	D	25%
3. Lead onboarding and training for new certified hires, ensuring timely system access and role setup. Collaborate with district teams and external vendors to align system functionality with organizational goals. Collaborate with IT to test firewalls and implement technical changes without disrupting end users.	D	10%
4. Collaborate with the records management team to ensure compliance regarding record policies, standard operating procedures, and suggestions to improve record keeping. Assist staff in processing records to ensure district and state compliance.	A	7%
5. Assist the Information Technology (IT) Department during October Count and End of Year reporting for verification and correction of data for reporting purposes to the Colorado Department of Education (CDE) and other state or federal agencies.	D	3%
6. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 3 years' experience working with database and spreadsheet applications.
- Associate degree preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Knowledge of federal, state, and district policies and procedures must be acquired within six (6) months of hire.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail and scanning equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director of Special Populations	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X

Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	