



DPS109 Job Description

Systems and Data Specialist

GENERAL INFORMATION

<i>TITLE</i>	Systems and Data Specialist
<i>DEPARTMENT</i>	Confidential
<i>LICENSURE</i>	N/A
<i>ENDORSEMENT</i>	N/A
<i>CERTIFICATION</i>	Certified Education Data Specialist (CEDs) and/or Skyward Certification are preferred
<i>CLASSIFICATION</i>	Confidential
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Assistant Superintendent for Teaching and Learning
<i>SUPERVISORY RESPONSIBILITIES</i>	N/A
<i>PRIOR EXPERIENCE</i>	Three years in data management, IT support, or systems administration. Experience working with student information systems (SIS) Prior experience in data reporting, visualization, and analytics. Experience providing technical support and training to staff on data systems.
<i>EVALUATION</i>	Evaluated by the Assistant Superintendent for Teaching and Learning and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance and the inclusion of informal observation data. The evaluation cycle for the Systems and Data Specialist shall be one fiscal year.

JOB GOAL

The Systems and Data Specialist will serve as the primary contact for all aspects related to the district's student information systems. Primary responsibilities will include maintenance of student records; entering and manipulating data for various reports; and integration of all data application platforms. This role requires technical expertise in data systems, with a preference for experience in Platforms such as Skyward, IWAS, SIS, and Clever. This person will work alongside district and building level personnel to plan, offer direction, and support various tasks, projects or initiatives, to ensure an efficient and productive SIS workflow.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

In addition to other duties as assigned by a supervisor, through coordination with the Assistant Superintendent for Teaching and Learning, the Systems and Data Specialist will:

Student Information System Management

- Coordinates and maintains student records in the student information system (currently Skyward) to ensure consistency, accuracy, and integrity of the data.
- Works with building leaders, administrative assistants, and the Curriculum & Instruction Department in the creation and management of scheduling and report cards.
- Configures online student registration and re-registration.
- Manages access to the parent/guardian portal.
- Consults with SIS (currently Skyward), as needed, to determine system needs, address issues, and resolve problems effectively and efficiently.

Reporting

- Responsible for state, federal, and local level reporting requirements, including IWAS and SIS.
- Prepares all necessary activities related to data extraction and reporting, including but not limited to data entry, review, verification, and extraction of student and staff records.
- Monitors reporting requirements and deadlines, proactively working to ensure compliance.

Assessments, Surveys, and Data Analysis

- Coordinates data, including pre-identification uploads and accommodations to state systems for state assessments (e.g. IAR, ISA, DLM, KIDS, ACCESS, Fitnessgram).

- Manages and updates local assessment and survey systems with student information prior to administration (e.g. NWEA, Panorama, Fastbridge, ECRA).
- Assists T&L Department with data analysis after administration of assessments and surveys to create spreadsheets, visual representations, dashboards, etc. for reporting and decision-making needs.

Systems Integration, Interoperability and Customization

- Coordinates and completes routine syncing and migration of data across various information systems, including but not limited to Google Workspace, Clever, Embrace, Blackboard, Securly, ECRA, Destiny/Follett, and a variety of curriculum/digital solution vendors.
- Assists with securing Student Online Personal Protection Act (SOPPA) agreements to ensure student data privacy.

Training and Support

- Trains school personnel to ensure consistent and accurate records of attendance, scheduling, discipline, etc. are logged in the student information system.
- Provides first level response to end users of the student information system and all digital platforms.
- Helps ensure all databases and other information is archived, by following proven security practices.
- Helps support administration and building level personnel in the daily use of data systems and promote the use of best practice and legal standards.

Annual Systems Evaluation and Platform Analysis

- Conducts an annual review of the district's student information system and related data platforms, assessing their efficacy, user experience, and overall alignment with district needs. Researches alternative platforms, comparing features, costs, and benefits, and provides recommendations for potential improvements or transitions.

Collaboration on Enrollment Data and Demographic Updates

- Works in partnership with the district's demographer to collect, validate, and analyze enrollment data. Assists in preparing reports and forecasts to support annual demographic studies and long-term planning for district resources and facilities

MENTAL DEMANDS

Knowledge

The employee must have sound knowledge of best practices in systems and data operations; secretarial work; technology usage; and excellent skills specific to social interactions.

Ability/Skills

The employee shall implement, deliver, and evaluate the District's policies and procedures as defined by the Board of Education; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop personal staff development; read a variety of materials; handle and maintain the confidentiality of employee, student, School Board, and other sensitive District information. Other abilities pertinent to the role include:

- Knowledge of student/school operations
- Skyward, PowerSchool, and/or Infinite Campus administration experience preferred
- Ability to prioritize tasks and work efficiently with minimal supervision
- Ability to work independently, manage competing demands, and meet unyielding deadlines
- Strong communication and collaboration skills
- Ability to work effectively with all members of the 109 community
- Ability to maintain confidentiality and demonstrate professionalism
- Exceptional organization, accuracy and attention to detail
- Advanced computer skills
- Knowledge of hardware and software in an Apple and PC environment
- Proficient in Microsoft Office and Google Workspace Applications
- BA or equivalent experience in computer science or data management.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; prior experience as a Data and Systems employee wherever applicable; and such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and student database systems. The employee shall use Board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a District setting which includes children, and may be subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, and busses.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- March 12, 2025