



Rockford Area Schools Job Description

Information Systems and Educational Data Support Specialist

General Definition of Work

The Information Systems and Educational Data Support Specialist performs intermediate administrative support. Responsibilities include maintaining student databases, overseeing assessment and testing systems, and related duties as assigned. This position operates under the supervision of the Director of Technology in conjunction with the Director of Business Operations.

We understand that there are many different systems and services involved in this role; therefore, training will be provided to ensure proficiency and compliance with the required processes and technologies.

Essential Duties and Responsibilities

Student-Related Responsibilities:

- Student Information System Management:
 - Serve as an administrator for the student information systems, focusing on Infinite Campus.
 - Helps to ensure accurate entry and maintenance of student data, including enrollment, course, grading, attendance, and assessment records.
 - Co-manage parent settings and manage all student portal settings to provide timely access to approved data.
 - Maintain the online registration, attendance, hall pass, forms, fees, and similar programs within Infinite Campus.
 - Serve as an administrator for the Google for Education Workspace and ensure staff and student accounts are current in the onboarding and offboarding process. Assist in the management of Google Groups, Drive and other services.
 - Ensure that accounts and data are managed and processed in accordance with federal and state retention requirements, preserving necessary records for compliance and audit purposes while allowing for business continuity.
- **Assessment and Reporting:**
 - Upload state and local assessment data from various sources to Infinite Campus and Tableau (a data aggregating and analyzing program).
 - Support Minnesota Department of Education reporting, including data uploads for Perkins, MCCC, ACT, DIRS, Early Childhood, and STARs.
 - Assist with managing assessment accounts, including MCA, MTAS, WIDA, ACT, IB, PSAT, and local assessments.

- Ensure timely delivery of state-mandated testing forms to parents.
- Support the coordination and communicate assessment events and dates per Minnesota Department of Education requirements.
- MARSS (Minnesota Automated Reporting Student System) is a data collection and reporting system used by the Minnesota Department of Education (MDE) to track student enrollment, attendance, and other key data for K-12 schools across the state. While this position is not the primary MARSS Coordinator, this position will assist and work closely with the MARSS coordinator (e.g. Ed-Fi compliance) and may provide interim assistance.
- Ensure timely compliance with federal Civil Rights Data Collection (CRDC) reporting.

- **Course and Scheduling Management:**

- Maintain course masters in Infinite Campus, ensuring compliance with regulatory requirements.
- Collaborate with administrators and scheduling staff to maintain accurate course catalog data.
- Support the maintenance of the Standards Bank within Infinite Campus.
- Support and maintain the report cards format within Infinite Campus.
- Maintain the school calendars within Infinite Campus.
- Prepare and roll forward the school data annually and timely.
- Support and roll forward the responsive scheduling programs within Infinite Campus.
- Support and roll forward the MN Higher Education programs within Infinite Campus.

- **Student Services Coordination:**

- Create and manage student food service accounts.
- Coordinate with Transportation to ensure accurate entry of transportation information into Infinite Campus.

Staff-Related Responsibilities:

- Staff Information System Management:
- Ensure accurate entry of new staff into student information systems.
- Verify and enter accurate licensing folder data from MDE into Infinite Campus and send or enter the data to Human Resources for entry into SMART programs.
- Maintain the Staff Automated Reporting (STAR) system within Infinite Campus.
- Maintain Infinite Campus group assignments and review tool rights for staff.
- Upon request, work with Human Resources to ensure staff leave, onboarding, benefits, and/or off boarding data is up to date and entered timely into SMART and Frontline. Assist Human resources with various annual reporting requirements to help prevent a backlog of data requests.
- Upon approval from Human Resources, open positions will be posted in accordance with federal and state regulations, ensuring compliance with required posting durations, formats, and accessibility standards.
- Upon receipt of a Personnel Action File (PAF), route the form to the appropriate people allowing for the onboarding or offboarding process to commence timely.

- **Technical Support and Training:**

- Provide administrative application support to teachers and staff, assisting with portal access, gradebook management, and classroom resources.
- Manage and utilize Ad-Hoc reporting in Infinite Campus, ensuring relevant and up-to-date reports for staff use.
- Help manage and support the accounts within the phone system (e.g. voice mail, changing staff names, managing support requests with the business provider).
- **Fee and Budget Management:**
 - Manage accurate posting of program fees in Infinite Campus, ensuring compliance with board-approved fee structures.
 - Enter and notify stakeholders about billing items related to technology repairs and food service reconciliation.
 - Enter purchase order requests into SMART and maintain budget sheets for expenditures.
 - Help coordinate and maintain the letters to stakeholders within Infinite Campus (e.g. low-balance form letters).
 - Maintain an annual budgeting spreadsheet for technology and educational applications.
 - Track technology expenditures by fiscal year to ensure budget stability.
- **Security and Compliance:**
 - Collaborate with the Director of Technology to review security settings on stakeholder the various staff and student applications.
 - Assist the Director of Technology in ensuring compliance with state and federal cybersecurity regulations, including adherence to best practices, reporting requirements, and data protection standards.
 - Assist in managing District 1:1, Technology plans, audits, cybersecurity protocols, operational plans, and leadership goals.
 - Assist with FCC E-rate program compliance and data maintenance.
- **Staff Coordination and Communication:**
 - Maintain a staff position roster with locations and contact information.
 - Review onboarding and offboarding staff lists to ensure training, equipment, and account setup compliance.
 - Ensure technology and learning department public outreach materials are relevant and updated.
 - Assist in departmental public messaging as needed (Infinite Campus).

General Responsibilities:

- **System Maintenance and Updates:**
 - Ensure timely Infinite Campus system updates and notify staff of relevant changes.
 - Coordinate the roll forward of school settings and Online Registration forms for the new academic year.
- **Data Management:**
 - Manage an inventory of approved applications, ensuring adherence to accounting standards (e.g., GASB96).
 - Maintain a secure roster of administrative passwords for educational software applications.

- Help Coordinate and support the vetting of educational software applications and post the approved listings.
- **Website and Application Management:**
 - Maintain technology and online learning websites, ensuring timely updates and coordination with technology staff. This includes managing software and security updates, implementing basic patch management strategies to keep systems secure, and collaborating with IT teams to address vulnerabilities and enhance system reliability.
 - Ensure appropriate staff have secure access to their Google classroom sites.
 - Manage the Clever program to ensure secure and successful data transfer for applications.
 - Administrate the district website for staff access to sites and directories with general compliance to Section 508 and the Americans with Disabilities Act (ADA) to ensure digital accessibility for students, staff, and the community.
- **Device Management:**
 - Assist with the annual deployment, return of students, and staff devices.
 - Assist with the management and deployment of “hot spots” to staff and students.
 - Assist with the management and inventory of devices in the Destiny technology database.
 - Assist with the management of the Aristotle K-12 program. This program manages the 1:1 device program for students.
 - As a member of the technology support team, they provide students and staff with the support needed for them to be successful and secure with the district assigned devices.
- **Emergency Preparedness:**
 - Maintain an online directory of building maps, phone directories, emergency planning documents, and organizational charts.
 - Ensure emergency kits contain up-to-date student and staff demographics.
 - Ensure key staff have access to hot spots in case the relocation or reunification plan is enacted.
 - Assist in managing business continuity plans, ensuring they align with organizational needs and compliance requirements. Support the review and enhancement of security procedures, including conducting audits to assess risks, identify vulnerabilities, and implement necessary improvements for operational resilience.
- **Data Transfer and Security:**
 - Securely transfer data from former staff to current staff and manage access removals as per protocol.
 - Administer and ensure accounts are maintained in the district’s phishing and other cybersecurity programs.
 - Assist in the management and administration of the district’s data archive programs.
- **Work Request Monitoring:**
 - Monitor work requests in FMX and escalate unresolved items exceeding ten days.
 - Ensure staff have been issued accounts in the program and received instructions on the use.
 - Help follow up on work requests to prevent the request from becoming overlooked.

Knowledge, Skills, and Abilities

- **Technical Proficiency:**

- The candidate should have experience with student information systems, such as Infinite Campus, Clever, Pearson, FastBridge, IXL, and the Minnesota Department of Education. They should be familiar with a school district's curricular operation, assessment procedures, and cybersecurity principles. Experience with other business operations or platforms is also acceptable.
- **Data Management:**
 - They should be familiar with school district general operations, assessment procedures, and cybersecurity principles. Experience with other business operations or platforms is acceptable. A strong understanding of data governance principles and regulatory compliance, including familiarity with the Family Educational Rights and Privacy Act (FERPA) and other data privacy regulations, is essential. Training and mentoring will be provided to help the person to learn the various applications and programs.
- **Problem-Solving Skills:**
 - The ideal candidate should possess an analytical mindset, enabling them to diagnose and troubleshoot technical issues effectively. They must be an initiative-taker with a strong willingness to problem-solve, take initiative, and proactively address challenges with minimal supervision.
- **Communication and Collaboration:**
 - Excellent verbal and written communication skills are necessary for interacting with diverse stakeholders. The ability to work effectively in team settings, facilitating collaboration among departments and ensuring clear information exchange, is also required.

Department: Human Resources

FLSA Status: Non Exempt

Revised: May 2024