USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SIS (Student Information System) COORDINATOR**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent with SIS (Student Information System) experience preferred.
2. Technical expertise working with online-based programming (including, but not limited to, SQL, HTML, JavaScript and JQuery), products, and services.
3. Competency with Microsoft Word and Excel.
4. Previous experience working in a team environment.
5. Ability to communicate with administrators, directors, staff and other district personnel.
6. Effective communication skills.
7. Ability to organize and complete projects in a timely manner.
8. Excellent organizational abilities, as well as good written and oral communication skills.
9. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Identifies, diagnoses, and resolves problems for users of the district. Student Information System ("SIS", currently PowerSchool).
2. Monitors, identifies, and prioritizes SIS questions submitted within the IT ticketing system.
3. Provides one-on-one end-user SIS problem resolution over the phone, e-mail, or remotely as needed.
4. Maintaining or managing an SIS database. This could include, but not limited to, database backup, database restore, record insertion, and record deletion.
5. Responds to basic, non-complex problems, referring more complex problems to appropriate higher level internal personnel and/or to the IT ticketing system.
6. Attends data system meetings when required at Local Educational Agency.
7. Creates SIS reference materials for distribution to end-users including, but not limited to, Registrars, Secretaries and Teachers and Administrators.
8. Assists with maintaining SIS data integrity by running reports to identify potential errors.
9. Assists with system maintenance by running regular system processes daily, weekly or monthly, as needed. Maintains and adheres to the schedule for these system responsibilities.
10. Performs basic SIS setup for schools before the start of the new school year. Assists district staff to facilitate the New Year Rollover and Year End Transition.
11. Provides set up assistance for new features within the system including the testing of these features prior to adoption in the live environment.

12. Assists in the delivery of SIS training to new employees and existing employees including, but not limited to, professional development for large group, small group, and drop-in settings.
13. Assists district staff on-site with detailed problems as needed.
14. Create and tests newly created reports and posts to the appropriate place within the SIS for end-users.
15. Performs basic data queries and responds to K-12 data inquiries from staff and/or outside partner agencies.
16. Grants SIS access to end-users with the appropriate level of system security. Resets passwords as needed.
17. Stays current on state and federal student data reporting requirements for the purpose of ensuring accurate and compliant data submission.
18. Adheres to information security policies and regulations (FERPA, COTA, HIPAA, etc).
19. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
20. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
21. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

ADDITIONAL RESPONSIBILITIES

1. Assist personnel of other departments as a technical resource
2. Oversee the installation of hardware, software, and networking equipment
3. Provide on-the-job training to new department staff members
4. Provide orientation to access the district's wireless network to new district staff

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
3. Must be able to work independently without continuous supervision.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.