

## **BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: Systems Integration Specialist**

#### **Position Summary**

Responsible for the administration, integration, accuracy, and support of district student information systems, instructional technology applications, state and federal reporting, and related data processes. Provides technical support, training, and coordination for schools, data managers, counselors, administrators, and staff.

#### **Essential Duties and Responsibilities**

- **Student Information System (Infinite Campus):** Administer and maintain Infinite Campus, ensuring accurate student, staff, scheduling, grading, discipline, enrollment, and reporting data.
- **State & Federal Reporting:** Coordinate, validate, and approve required state and federal reports, including PMR, graduation, class size, AIG, CTE, dropout, discipline, alternative learning, CRDC/OCR, and other required submissions.
- **Data Management & Compliance:** Oversee data accuracy and integrity across schools; monitor and resolve errors, warnings, data discrepancies, and audit findings.
- **School Data Manager Support:** Provide leadership, training, monthly meetings, and daily support to school data managers and EC data personnel.
- **Beginning/End-of-Year Processing:** Coordinate annual system setup and closeout, including calendars, grading terms, PMR intervals, grading configurations, scheduling, grade storage, student promotion/transfer, and report finalization.
- **Scheduling & Gradebook:** Support schools with master scheduling, PowerScheduler, course setup, gradebook configuration, grading calculations, and district grading standards.
- **Staff & User Administration:** Create and manage staff accounts, assignments, permissions, roles, calendars, and application access.
- **Testing & Data Support:** Provide testing, EVAAS, assessment, and other data support as needed.
- **Instructional Technology Systems:** Administer and support Canvas, ClassLink, NCEdCloud, NCEES, Ident-A-Kid, Imagine Edgenuity, Educator Handbook, Ellevation, and other integrated applications.

- **Application Integration:** Manage system integrations, including OneRoster, student information system/application synchronization, rostering, data imports/exports, and troubleshooting.
- **ClassLink Administration:** Serve as Tenant Administrator; manage applications, rostering, SSO, user access, and beginning/end-of-year processing.
- **Canvas Administration:** Maintain district Canvas access, configurations, and beginning/end-of-year processes; monitor updates and provide user support.
- **Data & Discipline Audits:** Coordinate discipline data audits, reconcile data between systems, work with schools to resolve discrepancies, and ensure compliance before year-end.
- **Curriculum & Instruction Support:** Create courses and maintain curriculum-related data; support cumulative folders, historical transcripts, instructional programs, and related data processes.
- **Student Services Support:** Provide technology and Infinite Campus support to counselors, nurses, and student services staff, including enrollment, health, custody, and related processes.
- **Vendor & Application Support:** Assist with third-party vendor approval and ensure vendors accessing student information meet district requirements; support application implementation and troubleshooting.
- **Training & Professional Development:** Provide ongoing training and technical assistance on Infinite Campus, Canvas, ClassLink, and other district applications.
- **Customer Support:** Respond to system, data, access, and application issues; communicate effectively with schools, staff, vendors, and district leadership.
- **Other Duties:** Perform related duties and special projects as assigned by the Chief Technology Officer or appropriate district leadership.

### **Required Knowledge and Skills**

- Knowledge of student information systems, data management, reporting requirements, and educational technology integrations.
- Strong understanding of data accuracy, privacy, security, and compliance.
- Ability to troubleshoot complex system and integration issues.

- Strong organizational, analytical, communication, training, and customer-service skills.
- Ability to manage multiple projects, deadlines, and priorities independently.