

Student Information System Specialist

Purpose Statement

The job of Student Information System Specialist is done for the purpose/s of managing the student information database systems; providing instruction and advice to system users; analyzing problems and issues related to the Student Information System and related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to Technology Administrator

Essential Functions

- Administers system security (e.g. authorization, access, 'read only', passwords, etc.) for the purpose of regulating access to the student information system and ensuring confidentiality of student records.
- Designs reports options and database applications for the purpose of providing personnel with necessary information customized to their specific needs.
- Develops and prepares user materials (e.g. residency verification; payroll verification; SIS, etc.) for the purpose of providing instruction and reference.
- Identifies issues related to the student information systems and software applications for the purpose of resolving user problems.
- Inputs data into student information system (e.g. student record updates, assessment records, attendance, scheduling, grading, transcripts, etc.) for the purpose of ensuring accuracy of data, state and federal reporting.
- Instructs district and site staff on the use of student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of core data and other software processes.
- Participates in meetings and workshops (e.g. serving as facilitator, etc.) for the purpose of communicating student information system capabilities and accommodating district goals for accurate student information.
- Responds to inquiries relating to software applications ; responds to inquiries from internal and external parties (e.g. student information/attendance; current practices, policies, education codes, third party software, etc.) for the purpose of providing information, facilitating communication; making recommendations for resolving problems and supporting site and district users.
- Responds to user requests for a variety of report options (e.g. assessment information, attendance, enrollment, training summaries, budgets, timelines, etc.) for the purpose of disseminating information to appropriate parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; analyzing data; applying assessment instruments; classifying

data and/or information; planning and managing projects; screening telephone calls; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation office software; codes/laws/rules/regulations/policies; and keyboarding.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; working with frequent interruptions; accuracy and attention to detail; analyzing issues and determining appropriate course of action; communicating with persons of diverse backgrounds; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Alcohol and Drug Test
Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Designated Subject Matter Endorsement

Continuing Educ. / Training

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

N Student Information
System Support Specialist