

District Information Systems Specialist

As a public K-12 organization, it is important for us to provide the State of Illinois with good, clean data. Therefore, we are seeking a person who truly enjoys working with data and with people. This is a unique position in our school districts. We are a shared services organization, serving both Nippersink School District 2 and Richmond-Burton Community High School District 157. Being a public institution, we offer a dynamic environment and good benefits like paid time off, a good retirement plan and health plan.

The right candidate will report directly to our Director of Information Technology and work primarily with our student information system, Skyward. The primary objective is to ensure timely information reporting to the State of Illinois and other governmental entities, as well as help the organization remain data compliant at all levels (Federal, State, local and District). The Information Systems Specialist also acts as a consultant to help us use our information systems optimally. Other responsibilities include assessment readiness and coordination, assisting with online registration processes, support and training of office staff. The Information Systems Specialist may also assist in data integration with other district systems along with other administrative duties.

Qualifications

- Related Coursework
- Related Degree
- Desired Experience in the following:
- Data Management
- Reporting
- Application Support
- Skyward Experience a Plus
- Data Integration Experience a Plus

Duties

Student Information System Management (Skyward)

- Ensure organization's data is consistent and accurate
- Provide Skyward end-user Support to all stakeholders
- Perform school year rollover

State SIS Reporting

- Upload organization data, including student course assignment, attendance, etc. to the Illinois State Board of Education's web portal
 - Support other office staff in similar processes
 - Ensure data quality and troubleshoot errors on IWAS/SIS
 - Review Evidence Based Funding data for accuracy
 - Gather, and enter Federal CRDC data
 - Review/Transmit Data for K.I.D.S.
 - Assist with data collection and review for School Report Card
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- Other reports as needed

Student Assessments

- Collaborate and coordinate with teachers, building principals and the Information Technology Department, as well as monitor and troubleshoot to ensure that assessments run smoothly and timely during required assessment windows

Other Duties as assigned

Compensation

- Salary as agreed upon, based on qualifications
- IMRF Retirement plan
- Medical insurance
- Paid, holidays, vacation, personal, and sick days

Job Type: Full-time

Experience:

- relevant: 3 years (Preferred)

Education:

- Bachelor's (Preferred)