



## **JOB DESCRIPTION**

<b>Job Title</b>	Student Information System Specialist
<b>Department</b>	Information Technology
<b>Reports To</b>	Director of Technology
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

## **Job Summary**

The student information system specialist leads efforts related to the student information system; initiates system tasks, identifies failures and abnormalities, initiates corrective action, and recommends and controls system recoveries to reestablish effective operations. The student information system specialist understands, directs, and coordinates activities of internal and external client/server systems and personnel.

## **Essential Job Functions**

- Manages the student information system.
- Designs, directs, and conducts the district's compliance with reporting related to state/federal reports (WISE applications) data mining, and data transfer services.
- Maintains clean data in the student information system by conducting data validation on a regular basis.
- Maintains accurate documentation regarding SIS functions, operating procedures, and the dissemination of updates to users.
- Responsible for security functionality of hardware and software within the student information system and overseeing staff accounts and security as maintained by SIS support.
- Implements new systems and modifications to current system in an optimal manner without adverse effects on current systems.
- Leads the design, installation, testing and implementation of solutions needed for access, applications, and security issues related to student information systems.
- Assists in assigned activities related to student enrollment procedures, pre-enrollments, student attendance categories, transcripts and/or program components including but not limited to compliance, critical timeliness, student dropouts, and graduation rates for the purpose of ensuring compliance with legal and/or administrative requirements.
- Understands, documents, and configures hardware and software related to student information systems, and dependent systems.
- Problem solves and trouble-shoots activities for the student information systems.
- Monitors system reliability and system hardware/software. Correct all deficiencies through own efforts or outside support services as needed.

- Develops, maintains, and monitors database access system tools related to student information systems.
- Coordinates and provides training activities with other departments/buildings, produces necessary documentation.
- Designs the data interchange between systems at end of period events related to student information systems.
- Responsible for data archival procedures and implementation of restores.
- Manages, responds to, and resolves help desk tickets; monitor tickets resolved by SIS support person.
- Coordinate the input of data from outside vendors (pictures, state test scores, etc.) into the student information system.
- Maintains the communication tools, (School Messenger/Skylert, Message Center, etc.) in the student information system.
- Support family access and the scheduling of parent/teacher conferences in the student information system.
- Attend and participate in meetings, conferences, and seminars to be informed of new developments in managing information systems, especially in relation to state regulations governing student information and other state requirements.
- Research and interpret DPI documentation with other departments and determine best use of that information in SIS.
- Coordinate setup of data for summer school registration, assist with registration day, and complete summer attendance reporting from SIS.
- Perform highly confidential investigations as requested by the Director of Technology, Director of HR, or designee.
- Stay current in field through professional readings, seminars, workshops, and conventions.
- Provide technical direction to other staff, and guide/oversee the work of the SIS support person.
- Perform annual SIS setup and rollover.
- Assist Executive Assistants in the preparation and submission of reports to the Dept of Public Instruction.
- Serve as back-up for Centralized Enrollment and for building secretary/registrar as needed.

#### **Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate Degree or higher in database management or related field.
- Three or more years of related experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in each of the following:
  - Student information systems
  - Applications specification and analysis
  - Maintenance of complex, enterprise-scale client/server systems
  - Demonstrated experience in direct user support
  - Knowledge of WI state reporting, and WISE applications
  - Experience with the district's student information data services software applications

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent database knowledge and expertise.
- High attention to detail.
- Ability to work independently without direct supervision in a fast-paced environment.
- Effective communication and interpersonal skills.
- Excellent critical thinking and time management skills.
- Knowledge of data mining.
- Ability to read and comprehend technical narrative material for application to daily work.
- Ability to provide services with a high degree of confidentiality.
- Knowledge of the Children's Internet Protection Act (CIPA) and the Family Educational Rights and Privacy Act (FERPA).
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.
- Some after-hours work may be required.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.