



**JOB DESCRIPTION**

<b>Job Title</b>	Student Information System Support
<b>Department</b>	Assessment
<b>Reports To</b>	Director of Assessment
<b>Classification</b>	Classified
<b>Location</b>	District Office
<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 possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Student Information System Support position provides support within the student information system. This individual locates, uses, modifies, documents, and organizes appropriate sources of information for analysis and reference.

**Essential Job Functions**

- Performs proactive monitoring of student information system to sustain functionality and correct all deficiencies through own efforts or outside support services as needed.
- Sets up new users and assigns permissions as directed in the student information system.
- Manages help desk tickets.
- Provides training and support to users in the student information system.
- Assists in end of year processing of student information system as well as other annual tasks.
- Assists with state reporting.
- Coordinates and enters data for the student information system.
- Creates downloads as requested for the student information systems.
- Provides user support for student information system.
- Maintains clean data in the student information system by conducting data validation on a regular basis.
- Coordinates and enters data for the student information system.
- Provides user support for student information systems.
- Creates downloads as requested for the student information systems.
- Coordinates the input of data from outside vendors, (pictures, state test scores, etc.) into the student information system.
- Trouble shoots systems connected to our student information system, (Skylert, Mastery Manager, etc.)

### **Ancillary Job Functions**

- Serves as back-up for enrollment.
- Serves as back-up for the management of the WSLs/WISEid, ISES, and ISCorp systems.
- 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.

- High school diploma.
- Documented experience working with student information systems at the system level with maintenance and/or reporting.
- Demonstrated competence in administrative software and database systems support and management/setup/maintenance/interfacing to include student records and other database systems.
- Demonstrated proficiency in Word and Excel.

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

- Recent experience in student information systems in a medium to large school district.

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

- Awareness of and ability to utilize industry standard information technology practices and data transfer procedures.
- Ability to work independently without direct supervision in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Ability to maintain a high degree of confidentiality.
- 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 office environment and moderate noise levels.

**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 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.