JOB DESCRIPTION

Job Title   Student Information System Specialist
Department   Teaching and Learning
Reports To   Director of Assessment
Classification   Non-Affiliated
Location   Administration Building
Salary   On Schedule
Length of Contract   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 specialist leads efforts related to the student information system; initiates system tasks, identified 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.

Essential Job Functions

- Manage the student information system.
- Design, direct, and conduct the district's compliance with reporting related to state/federal reports (WSLS/ISES), use of Crystal reporting and data mining, and data transfer services.
- Maintain clean data in the student information system.
- Maintain 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 by maintaining staff accounts and security.
- Implement new systems and modification to current system in an optimal manner without adverse effects on current systems.
- Lead the design, installation, testing and implementation of solutions needed for access, applications, and security issues related to student information systems.
- Assist 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.
- Understand, document, and configure hardware and software related to student information systems, and depended systems for IP addressing, printer interface and disk management.
- Assist with the problem solving and trouble-shooting activities for the production events related to student information systems.

- Assist in the proactive monitoring of systems reliability and of system hardware/software. Correct all deficiencies through own efforts or outside support services as needed. Maintain a log of events.
- Develop, maintain, and monitor data base access system tools related to student information systems.
- Coordinate and provide training activities with other departments, produce necessary documentation.
- Design the data interchange between systems at end of period events related to student information systems.
- Responsible for data archival procedures and implementation of restores.
- Provide support of Help Desk.
- Coordinate the input of data from outside vendors (pictures, state test scores, etc.) into the student information system.
- Maintain 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.
- Create letters to verify student information for legal reasons to be signed by the director of assessment.
- 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.

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.

- Completion of an Associate or Bachelor's Degree in information systems user support/training, database systems, or relevant work experience.
- Two or more years of experience working directly with school district level state reporting including; submitting data to the state system and troubleshooting error reports.
- Demonstrated competence in administrative software and database systems support and management/setup/maintenance/interfacing to include student records and other database systems.
- Experience working with multiple entities and organizations to complete tasks and reports.

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

- o Demonstrated experience in direct user support
- o Knowledge of state reporting, ISES, WSLS
- o 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.
- Knowledge of Wisconsin student reporting and student information data services software applications (Skyward).
- Good communication and interpersonal skills.
- Excellent critical thinking and time management skills.

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 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.