



JOB DESCRIPTION

Job Title	Student Information System Support
Department	Assessment
Reports To	Director of Assessment
Classification	Hourly Classified
Location	District Office
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 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

- Monitor 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 in the student information system.
- Manages-student information system help desk tickets.
- Provides-training and support to users in the student information system.
- Assists-in end of year processing of student information system.
- Assists-with state reporting applications.
- Coordinates and enters-data for the student information system.
- Creates data pulls as requested.
- Maintains clean data in the student information system by conducting data validation on a regular basis.
- Coordinates-the input of data from outside vendors, (pictures, state test scores, etc.) into the student information system.
- Assist with coordination of student information system to outside systems.
- Assist with scheduling virtual Family Conferences.

Ancillary Job Functions

- Serves-as back-up for enrollment.
- Serve as back-up emergency contact with student information system and host vendor.
- 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's degree in a related field.
- Demonstrated competence in administrative software and database systems support and management/setup/maintenance/interfacing to include student records and other database systems.
- Advanced training in Word and Excel.

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

- Documented experience working with student information systems at the system level with maintenance and/or reporting.
- 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 interpret and analyze data and provide reports.
- Ability to troubleshoot systems and solve problems.
- 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.
- Ability to interact in a friendly, customer service-oriented manner with staff, outside agencies, and the general public.
- 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.