

## **STUDENT INFORMATION SYSTEMS SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Responsible for coordinating and analyzing all student administrative information (demographics, attendance, grades, health, discipline, etc.). This includes ensuring schools maintain student information in line with local, state, federal laws, codes, policies, guidelines and rules and handling all student data reporting needs.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyze how each file and included fields can be best used by district, administrators and other users to serve students and district's needs.
- Ensure current functionality is maintained and determine the integrity of new functionality.
- Develop and revise processes and procedures, standards and guidelines relating to schools' databases and district integration.
- Oversee and monitor activities to ensure schools' student databases remain stable and capable of meeting student and district needs.
- Communicate progress as well as interview to determine table and field values for additional capabilities.
- Understand and apply system wide workflow and processes as well as relationships with other internal and external databases.
- Create and/or review SASI communications to school board, superintendent, assistant superintendents, principals, users, Intranet and district publications.
- Oversee student data base training, create training curriculum.
- Determine setups to be used for school and district tables and files.
- Collect, analyze, prepare and submit state reports.
- Conduct and attend meetings, conduct software demonstrations.
- Troubleshoot current schools' student data base for high level problems.
- Analyze data to determine data solutions including data warehousing, access, security and integrity.
- Serve as part of mission critical team as it relates to data.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to clearly articulate thought, actively listen, share knowledge and recognize need to adapt communications to different audiences; interpersonal skills; ability to display an understanding of the broad scope of a project while maintaining focus on individual tasks; ability to manage own time and effort; flexibility and a willingness to learn.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree. SASIxp experience. Considerable experience in school systems in an administrative capacity. Experience in data analysis or database programming.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.