

Job Description

Job Title: Student Services Data Specialist

Department: Classified

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Summary: The Student Services Data Specialist efficiently manages student information systems and state reports to support the operation of the schools and district.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

- a. Facilitate the operation of an electronic data processing computer and auxiliary equipment, communicate with District and assigned personnel to resolve issues and provide operations services.
- b. Performs calculations, compiling and typing report data
- c. Maintain and evaluate all SIS (Student Information Software)
- d. Manage specifications, configuration, installation and maintenance of SIS programs
- e. Develop district-wide schedules for processing of data for SIS
- f. Plan, and conduct in-service programs to keep district personnel informed about developments with the SIS program and software.
- g. Manage and support the SIS program, and maintain records as required
- h. Prepare, process and submit required items, applications, reports and forms associated with the SIS program.
- i. Provide assistance to users of SIS programs and train district employees on methods, and use of SIS software.
- j. Provide helpdesk and technical support for SIS software to all district personnel
- k. Input all student record data and information required relative to the operation of the SIS programs.
- l. Implement and maintain SIS system security, utilizing proper procedures.
- m. Input and maintain, SIS system calendar.
- n. Setup SIS systems prior to new school year.
- o. Coordinate with Technology Director and system users, SIS system upgrades, updates and enhancements.
- p. Supervise all daily operations of the SIS program.
- q. Manage SIS-Student Information System securely while providing access to district users.
- r. Work with, and assist school counselors with scheduling related to students.
- s. Must be able to work under pressure of deadlines and adjust to new situations.
- t. Must exercise independent judgment as needed.
- u. Ability to manage time effectively, determine priorities, work independently.
- v. Utilize working knowledge of school procedures, attendance and withdrawal procedures.
- w. Must have a working knowledge of computers, communication hardware, and Office software program.
- x. Must be able to work effectively communicate technical information pertaining to SIS program both verbally and in writing.
- y. Be familiar with Department of Education rules, regulations and requirements in

- order to process State Report Data.
- z. Process and validate Department of Education data for required State Reporting.
 - aa. Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
 - bb. Participate in appropriate professional development activities.
 - cc. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
 - dd. Performs other duties as assigned by Food Service Director or administration.

Qualifications:

- Be at least 18 years of age.
- Have a high school diploma or equivalent.
- A minimum of 3 years experience with student information systems preferred.
- Must have exceptional personal integrity, maturity, collaborative skills, problem-solving skills and personal interest in working with students, staff, parents and the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required and depth perception. Occasionally the employee will lift up to 10 pounds such as lift files, and paper, and will repeat the same hand, arm or finger motion several times.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to meet deadlines with severe time constraints. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Student Services Data Specialist will report to the building Principal and Superintendent.

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board

policy, individual work agreements and the collective bargaining agreement.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Please Sign Electronically at:

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