

Job Title:	STUDENT INFORMATION SYSTEMS COORDINATOR	Reports to:	Director of Federal Programs
FLSA status:	Non-Exempt	Supervisor duties:	None
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Provides software and technical support for all Student information systems. Provides technical training to end users of the software.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage and maintain up-to-date student information systems data in SIS software by proactively supporting schools in entering new records and changes to student information, including identifying and correcting gaps in student information
- Ensure quality records and changes to student information systems data; managing processes, systems and communications resulting in improved data integrity and accuracy
- Coordinate timely and accurate data entry via notifying school based personnel of deadline requirement
- Support staff in managing student information systems data; provide technical assistance with software and process applicable records
- Coordinator student records with specialized district office teams whose work is dependent on accurate student information
- Provide successful customer service to all internal and external stakeholders
- Responsible for support issues related to SIS for all District Staff
- Coordinates and schedules a wide variety of trainings for Office Managers, Attendance Clerks, Incident Management Staff, etc.
- Responsible for verifying student membership and attendance data between SIS and State to ensure proper funding for the District
- Assist the CTED Data Coordinator with their State Reporting
- Responsible for working with District SPED, ELL, Gifted, etc. departments to ensure proper coding of programs
- Interface with ADE on student accountability compliance
- Coordinates with the annual Federal/State Audits for the District regarding student accountability
- Makes recommendations for changes in procedures to ensure the consistency of data entry in SIS
- Works with District finance staff to verify enrollment figures and funding levels
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to handle confrontation and conflict without an emotional response.
- Ability to manage multiple projects and deadlines.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- HS diploma required; Associate's in a related field preferred
- Experience with grant funded programs, requirements and reports
- Strong technical skills and experience with data entry in SIS strongly preferred
- Experience working with large data sets and/or data systems strongly preferred

- Experience with student information and customer service strongly preferred

Computer Proficiency: MS Office Suite, Student Management Software (SIS), with an emphasis in Excel, Google Suite

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

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.