

## **STUDENT INFORMATION SYSTEM ADMINISTRATOR**

### **Purpose Statement**

The job of Student Information System Administrator was established for the purpose/s of administering Skyward, the student information system; collaborating with a variety of parties for the purpose of providing and/or receiving information; documenting system components and user instructions; and serving as a technical advisor to staff and other district personnel.

This job reports to the Chief Academic Officer for the efficient and effective accomplishment of assigned tasks.

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### **Essential Functions**

- Administrates the district Student Information System, Skyward, for the purpose of ensuring an effective and efficient student information system.
- Collaborates with a variety of internal and external parties (e.g. programmers, other database administrators, users, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates databases activities (e.g. cataloging, procedures, access rights, etc.) for the purpose of monitoring compliance with district policies and security procedures.
- Responsible for the investigation and informational support of the district's truant student population for use in local judicial branch proceedings.
- Designs a variety of database (e.g. server configuration, security, disaster, recovery and backups, structures, logical data model, scripts and stored procedures, etc.) for the purpose of providing users with access to accurate data.
- Develops a variety of database support processes (e.g. tech standards, monitoring utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.
- Establishes environments for use in application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.
- Monitors database activities and performance. Oversees a variety of department activities, as assigned (e.g. database design, logical data modeling, performance, security, etc.) for the purpose of ensuring the security and reliable operation of district databases.
- Participates in meetings, workshops and/or training for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares documentation (e.g. published standards, cumulative records, training material, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate service.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, patrons, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advise and support.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Supports project operations (e.g. estimates of task deliverables, schedule updates, reporting status, etc.) for the purpose of ensuring that project objectives are achieved.
- Trains selected department personnel for the purpose of ensuring their ability to use new and/or existing databases and related software
- Troubleshoots malfunctions of database systems for the purpose of resolving operational issues and restoring services.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment: planning and managing projects: preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: relational databases, record structures, media input and output devices: and current generation programming methodology including object based design, operating systems, protocols, and programming languages.

ABILITY is required to schedule activities and/or meetings: often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances: analyze data utilizing defined but different processes: and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes: and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team: adapting to changing priorities: and applying logical processes and analytical skills.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives: leading, guiding, and/or coordinating others: and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience** - Job related experience within specialized field is required.

**Education** – Bachelors Degree in job related area

**Equivalency** - None Specified

**Requirement** – This is a certified position.

**Clearances** - Criminal justice finger prints / background check

**Continuing Education / Training** - None Specified

**FLSA Status** - Non Exempt

**Approved** -