

## Student Information System (SIS) Specialist

Certified Position - 2211

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| <u>Salary</u><br>Per salary schedule | <u>Days</u><br>240 | <u>Reports to:</u><br>Director of Pupil Personnel |
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### SCOPE OF RESPONSIBILITIES

- Act as the student information system administrator for the district
- Maintain and operate the student information system database; provide technical assistance and support for the district and schools; guide the district and schools in data entry for required state and federal reporting
- Maintain accurate data elements for federal reporting, state funding, and other data sharing

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Responsible for all modules within the student information system (SIS)
2. Implement appropriate SIS best practices to maintain data quality; communicate data standards and notifications to appropriate parties; monitor, verify and improve data quality
3. Provide SIS assistance and training to building staff
4. Build, update and execute ad-hoc reports for principals, district and staff
5. Communicate and provide training to various user groups concerning product updates and improved functionality
6. Participate in KSIS and other KDE trainings and relay information to appropriate user groups
7. Serve as the District Civil Rights Data Collection (CRDC) Point of Contact; complete CRDC reporting
8. Serve as the District Course Code Point of Contact; maintain current course catalog files, assist administrators, counselor and school data entry personnel with master and student scheduling
9. Serve as the IC Messenger administrator; work with various groups in set-up for various types of messages; provide assistance and training to Messenger users
10. Assist teachers, administrators and other staff with data management of the SIS grade books, report cards, transcripts, and other student records
11. Assist various district administrators, as needed, in setting up grading and standards, assessments, academic programs, etc.
12. Work with the schools to maintain accurate health data related to appropriate data standards
13. Monitor and maintain accurate meal eligibility for SEEK funding; propose improvements to increase state funding based on data within the student information system
14. Schedule, train and mentor school attendance secretaries to improve efficiency in reporting student information and maintaining overall data quality
15. Implement a plan to increase parent portal account usage; monitor and report statistics; create portal accounts
16. Build and maintain accurate census data within the SIS; coordinate data entry following student registrations
17. Meet with various departments and determine codes and mapping required in system administration for all modules;
18. Submit all state and federal reporting through the SIS; maintain regular district verification processes to resolve all errors and warnings before submission time
19. Set up any customized programs, reports, or attributes in the student information system as needed or requested (such as truancy tracking, special permission, boundaries etc.)
20. Create users, assign tool rights, and manage user account groups within the SIS; monitor security access and report concerns to supervisor
21. Implement solutions within the SIS to address various needs within the school and district
22. Troubleshoot, research, track and resolve or refer technical problems and discrepancies; provide training and technical support for school-based and district end users
23. Analyze data as requested (such as special permission requests, student enrollment for staffing, etc.)
24. Create, distribute and share any required district surveys distributed through the SIS
25. Develop processes to maintain school boundaries in the SIS

26. Maintain and share an up-to-date district core policies and procedures document for each module; distribute through trainings to data entry personnel; document any additions or changes as warranted
27. Maintain confidentiality of information and records for students and staff
28. Maintain regular and predictable attendance
29. Adhere to the professional code of ethics
30. Successfully utilize technology as appropriate in job function
31. Perform other duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Various modules within the student information system (such as attendance, teacher gradebook, counseling, behavior, census, etc.)
- Basic ad hoc reporting
- Kentucky student information data standards
- State reporting timelines

#### ABILITY TO:

- Communicate effectively in oral and written form
- Establish and maintain cooperative and effective working relationships with others
- Work as a team and initiate solutions
- Manipulate data in Microsoft Excel
- Investigate and learn independently

### MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

### PREFERRED QUALIFICATIONS

### EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel