

## School Information Systems/Data Management Specialist

### Purpose Statement

The job of School Information Systems/Data Management Specialist is done for the purpose/s of managing the school information database systems; importing data into the system; providing instruction and advice to system users; analyzing problems and issues related to the school information system and related software; coordinating usage among all system users; and producing a wide variety of statistical reports, charts, and spreadsheets.

This job reports to Technology Coordinator

### Essential Functions

- Accesses state system for the purpose of collecting data for the District and school.
- Administers system security (e.g. authorization, access, passwords, etc.) for the purpose of regulating access to the school information system and ensuring confidentiality of records.
- Confirms accuracy of data in district systems and state systems for the purpose of ensuring all data is correct and in compliance with District and state regulations.
- Coordinates programs or systems that access the school information system (e.g. school messenger, etc.) for the purpose of ensuring only authorized personnel are receiving the information or data.
- Develops and prepares user materials (e.g. on-line forms for data input, brochures, letters, Excel charts, spreadsheets, etc.) for the purpose of providing instruction and reference.
- Exports appropriate data for state reporting for the purpose of ensuring the data sent to the state is correct and sent in on time.
- Files state reports in accordance with deadlines for the purpose of ensuring District meets all state mandated requirements.
- Identifies issues related to the school information systems and software applications for the purpose of resolving user problems.
- Instructs District and site staff on the use of school information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.
- Manages data input into school information system (e.g. student and staff record updates, assessment records, attendance, scheduling, grading, transcripts, etc.) for the purpose of ensuring accuracy of data.
- Participates/facilitates in meetings and workshops for the purpose of communicating school information system capabilities and/or accommodating District goals.
- Prepares reports for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries relating to computer hardware and/or software applications (primarily school information/attendance software) for the purpose of resolving problems and supporting site and District users.
- Responds to user requests by designing a variety of report options (e.g. assessment information, attendance, enrollment, training summaries, budgets, timelines, etc.) for the purpose of disseminating information to appropriate parties.

## **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 single, 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: preparing and maintaining accurate records; analyzing; guiding others; managing projects/programs; problem solving; use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: codes/laws/rules/regulations/policies; current and emerging technology; English grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some 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. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

None Specified

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Annual Training in Sexual Harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality.

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**