

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Student Information Systems Data Specialist
Job Family:
Department: Student Information Services
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: June 18, 2018, rev. 7/1/18

SUMMARY: Responsible for supporting, managing, and analyzing data in the student information system. Duties include: Implementation of SIS modules, creating Ad Hoc reports and documentation, training staff, analyzing data, troubleshooting and researching, bringing issues to resolution, quality control, CDE state reporting, OnLine Registration staff processor, receiving and responding to requests, maintain electronic files, attend meetings and trainings.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Knowledgeable in all areas of a student information system, continually mastering all modules through research, testing, and training, often self-directed and independent.
- Responsible for training and support for district staff who use the student information system, includes creation of any “how to” documentation for training.
- Troubleshoot issues that affect production of the student information system, bringing to resolution.
- Assist with implementing, monitoring, and updating the student information system to meet the demands of the school district.
- Author Ad Hoc reports allowing the ability to extract student data, analyze it and assemble reports.
- Maintain quality control processes to ensure the accuracy and integrity of student data entered into the student information system.
- Creates and maintains secure and accurate employee access to the student information system. Create and end dates user accounts, assigns appropriate tool rights, and resets passwords.
- Portal request processor for student information system, maintain district portal preferences.
- Online Registration: Implementation and preservation, district staff processor.
- Understanding and implementation of the rules and regulations regarding student data submitted to the Colorado Department of Education including Data Pipeline, RITS, and Secure Data Transfer.
- Colorado Department of Education data collections: Uploading files, creating snapshots, reading cognos reports, research and final resolution to ensure accurate final submissions.
- Participate in CDE collection audits, maintain and supply complete documentation supporting certification made to CDE.
- Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Experience in student information systems is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills; multilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, email/calendar systems, financial software, publishing software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Coordinator of Student Information Systems
Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: none

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date