



INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota
Educating our students to reach their full potential

Title: Student System Support Specialist

Reports to: Information Systems Coordinator

Qualifications:

1. High school diploma or equivalent required, 4-year college degree in related area preferred. Equivalent experience/training considered
2. Minimum of two years of experience in Student Information System (SIS) support or similar role. Synergy experience a plus
3. Ability to work well as a member of a collaborative team
4. Ability to work well with adult learners
5. Excellent problem-solving skills
6. Excellent communication skills (written, verbal, group presentation, multi-media)
7. Innovative and creative mindset
8. Demonstrated commitment to inquiry, life-long learning, and to staying current with changing technology
9. Strong self-initiative, work ethic, and able to maintain confidentiality
10. Valid driver's license and mode of transportation

Major Responsibilities:

1. Complete and thorough knowledge of all areas of the Student Information System (SIS), adjunct applications and related processes
2. Provide leadership and support in the management and use of the SIS, adjunct applications, and related processes within the district
3. Provide overall support for the SIS user account setup and maintenance of security
4. Train district staff in the use of SIS, based on the end user's role, including coordination of user group meetings. Continually update training as new features and functionality become available
5. Develop training and reference documentation for the SIS and other procedures
6. Assist with maintenance of district staff website for SIS documentation
7. Create queries (using Microsoft Access, MS-SQL, or SIS tools) to extract, transform, and load data from student information system and other district systems for district and/or school analysis
8. Develop and/or customize SIS reports to meet the needs of end users
9. Comply with all required reporting of student information to MN Department of Education and Federal agencies
10. Maintain working knowledge of the Data Warehouse data elements and structure, including use of pre-built reports and designing custom reports
11. Set up and manage dashboards for the Data Warehouse and SIS, specific to end users role, to facilitate continuity of content and ease of use
12. Perform routine maintenance and support of the student information system including but not limited to, year-end processing, new school year set up, school and schedule maintenance, district-wide calendars, grading and report cards, etc. as applicable
13. Maintain middle school and elementary school course catalog
14. Assist with master scheduling for all levels as needed
15. Collaborate with other district departments as necessary
16. Conduct routine audits to ensure accuracy and quality of SIS data
17. Maintain awareness and knowledge of emerging student information systems and educational trends
18. Participate in student information system user groups, workshops, and training
19. Performs other related duties as assigned