
Elmhurst CUSD 205

Student Systems Coordinator - High School

Department: York High School

Supervisor: Assistant Principal for Instruction

FLSA Status: Non-exempt

Position Type: PSRP

Classification: A

Summary

Manage student data and provide requested student information to faculty and staff. Provide support services, as needed, to the Principal, Assistant Principals, York Student Services, Department Chairs, and the York Athletic department.

Essential Duties and Responsibilities

- Oversee, coordinate, maintain and manage high school student information management system, including entry of student registration information, data for school records and state reporting through ISIS and IWAS.
- Retrieve and manipulate records to produce various statistical and other multiple-year reports relating to class enrollment, ethnic counts, withdrawals, outside placements, grades, honor roll, failure and incompletes, class rank, testing accommodations (IEP & 504 info) and other reports as requested by the administration or required by the state.
- Act as a resource person for staff regarding application and usage of student management system and student data.
- Assist and support peers and superiors with resolution of technical obstacles, specifically with PowerSchool and FileMakerPro databases, MS Excel and MS Word and occasional problems with Windows.
- Assist and support parents and teachers with Parent Teacher Conferences
- Assist and support parents with Infosnap and PowerSchool issues
- Prepare PowerSchool course request management by grade level in collaboration with counselors.
- Assist in the development of the master schedule: determining and entering teacher and course information and constraints and assignments, checking and manipulating student requests for the Scheduler. Running and debugging and making modifications to the Master Schedule.
- Organize middle school registration data: coordinate the collection of recommendations from middle schools and process recommendation letters to parents.
- Assist in grade processing at the end of each quarter and at each interim period and prepare report cards for emailing and mailing.
- Prepare PTSA student directory for distribution.



- Coordinate with the District Manager of Student Systems to produce appropriate reports and resolve problems in the student management system.
- Complete other tasks related to the job as assigned by the administration.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

This role requires an individual who consistently measures their work against high standards of excellence and adapts effectively to changing priorities. They synthesize diverse information, using data, experience, and sound judgment to guide decisions, while identifying and resolving problems in a timely and thoughtful manner. Clear communication is essential, both orally and in writing, with attention to accuracy, organization, grammar, and appropriate formatting. The individual demonstrates dependability through consistent attendance, punctuality, meeting deadlines, and taking responsibility for their actions, while managing time and workload efficiently to produce high-quality work in a timely manner. They approach challenges with initiative and creativity, seek feedback, and engage in continuous learning to maintain strong job knowledge and effective use of required technology. Collaboration is central to their work, as they support team goals, and foster a positive and respectful environment that values diversity and cultural sensitivity. They address conflict calmly and objectively, act with integrity, adhere to policies, support organizational goals, and follow safety and security procedures. Professionalism is reflected in their appearance, conduct, and ethical decision-making, as well as in their ability to think strategically within the broader organizational context and adjust their approach as needed.

Qualifications

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.

Education and/or Experience

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.



Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Gmail Contact Management Systems, PowerSchool, Naviance, ISIS Database Software, Google Sheets Spreadsheet, Google Docs Word Processing, Microsoft Excel, Microsoft Word, FileMakerPro, and Structured Query Language software.

Certificates, Licenses, Registrations

None

Physical Demands

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.