

June 2, 2026

East Aurora School District 131 has the following opening(s) for the 2026-2027 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Student Information Systems Technician / (SIS)
Lead

BUILDING(S): Administrative Center

CLASSIFICATION: Tier III

TERMS OF EMPLOYMENT: 12 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Assistant Director of Information and School
Systems or Designee

SALARY: Starting salary range \$60,000 - \$65,000/year,
commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: July 1, 2026

JOB ID: 5034

QUALIFICATIONS:

1. College degree or work experience in the information technology field.
2. Demonstrate ability to provide remote support to end users.
3. Demonstrate proficiency in the use of Microsoft Office Suite and database applications.
4. Experience with problem resolution in an educational setting.
5. Ability to troubleshoot and remedy database-related issues.
6. Knowledge of industry-standard database applications and student information systems.
7. Must be licensed to drive a car.
8. Must have the ability to lift and carry up to 20-pounds for short distances.

JOB DESCRIPTION/RESPONSIBILITIES:

1. Maintains the accuracy, integrity, confidentiality, and security of data within the Student Information System (SIS) and all related adjunct databases, including

- Illinois State Board of Education (ISBE) systems and web portals such as IWAS, by monitoring data quality, identifying discrepancies, isolating corrections, and implementing corrective actions to ensure reliable student records and reporting compliance.
2. Supports the integration, interoperability, and functionality of the Student Information System with adjunct applications, district systems, learning platforms, and third-party providers while ensuring timely, accurate, and compliant state, federal, and assessment reporting, including the management of data imports, exports, automated processes, API integrations, and data exchange procedures.
 3. Performs data analysis, verification, validation, auditing, and reconciliation processes to ensure the integrity and accuracy of enrollment, attendance, schedules, grades, discipline, course history, demographic information, assessment data, and other information required for operational, instructional, state, and federal reporting purposes.
 4. Provides training, guidance, supervision, and ongoing technical support to clerical, administrative, and instructional staff in the effective use of student information systems and related applications, including student enrollment, scheduling, attendance, grading, discipline, report cards, transcripts, portals, and state reporting processes.
 5. Supports and trains district and building-level users on ISBE/IWAS systems and reporting procedures by verifying data submissions, identifying errors, inconsistencies, and gaps, and assisting with the creation and correction of files necessary for successful state reporting and compliance.
 6. Coordinates and manages Student Information System portals and related applications for parents, students, and staff, including the development and implementation of procedures, communication resources, user account management, troubleshooting, navigation assistance, and enforcement of district policies and procedures.
 7. Assists in the implementation, maintenance, and support of online student registration, census verification processes, residency-related workflows, and related procedures to ensure accurate and efficient student enrollment and data collection practices.
 8. Maintains the confidentiality, integrity, and security of district information systems and student data by managing user accounts, permissions, role-based access, and system configurations in accordance with district policies, cybersecurity practices, and applicable state and federal regulations, including FERPA requirements.
 9. Coordinates and supports activities related to mandated reporting, assessment data management, data validation, data auditing, and required uploads to state, federal, and third-party systems to ensure compliance with reporting timelines, accountability measures, and regulatory requirements.
 10. Provides technical assistance, troubleshooting, customer service, and help desk support to district stakeholders regarding district information systems, data processes, reporting procedures, system functionality, and software-related issues while maintaining high standards of professionalism, responsiveness, and

- customer service.
11. Maintains and monitors Student Information System help desk tickets and service requests by evaluating reported issues, prioritizing resolutions, documenting solutions, escalating concerns when appropriate, and improving overall customer service satisfaction and response times.
 12. Assists in the development, organization, and preparation of training materials and resources, including user guides, manuals, videos, presentations, workflow documentation, and knowledge base articles related to district information systems, procedures, and best practices.
 13. Supports academic record management processes, including report card generation, GPA calculations, transcript maintenance, graduation requirement verification, credit entry, course history maintenance, and records management for internal and external educational programs.
 14. Assists with the development, maintenance, and management of master schedules, course catalogs, section configurations, room assignments, specialized program scheduling, and student course requests while supporting conflict resolution and efficient resource utilization.
 15. Supports student enrollment and data management activities throughout the school year, including student intake, demographic updates, schedule modifications, specialized program transitions, course changes, and enrollment verification processes.
 16. Assists in extracting, transforming, importing, and maintaining student-related data across district systems and applications while identifying and resolving data discrepancies and ensuring system-wide data consistency.
 17. Develops and maintains workflow documentation, technical procedures, and step-by-step operational guides to ensure continuity of services, consistency of processes, and effective cross-training during staff absences or transitions.
 18. Maintains current knowledge of Student Information System functionality, educational technologies, data governance practices, state reporting requirements, and emerging technologies through ongoing professional learning, collaboration, and cross-training opportunities.
 19. Performs general office and administrative duties related to district information systems, including filing, data entry, digitization of records, organization of documents, maintenance of communication systems, and preparation of accurate reports and records.
 20. Supports district administration in the implementation and enforcement of district-wide policies, procedures, regulations, and operational standards related to student information systems, data management, and technology services.
 21. Other duties as assigned.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.

BENEFITS:

TRS/IMRF Pension

403b

Medical

Dental

Vision

Flexible Spending Program

Basic Life and AD&D

Disability Coverage

Employee Assistance

Pet Insurance

Identity Theft Protection