

GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304

JOB DESCRIPTION

JOB TITLE: Student Information Systems Specialist

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The **Student Information Systems Specialist** is responsible for supporting the administration, operation, and reporting needs of the district's student information systems. Additionally, this position is responsible for supporting the timely and accurate state and/or federal reporting.

The Student Information Systems Specialist position requires analytical thinking and a data-oriented mindset. The person who fills this position must be intrinsically motivated, highly organized, detail oriented, and able to work independently.

QUALIFICATIONS:

Knowledge of:

- Microsoft Office and related productivity tools, with emphasis on Excel for data analysis and manipulation.
- Common data formats and processing methods (e.g., CSV, TXT, imports/exports).
- Microsoft Windows operating systems, modern web browsers, and cloud-based applications.
- Data reporting tools, techniques, and visualization concepts.
- Software installation, configuration, updates, and basic system maintenance.
- Emerging technologies, trends, and best practices related to data systems and reporting.

Ability to:

- Design, develop, and maintain operational, compliance, and analytical reports.
- Learn and adapt to new systems, technologies, and practices to support district needs.
- Maintain confidentiality and exercise sound judgment when handling sensitive District data.
- Manage multiple priorities and deadlines with accuracy and attention to detail.
- Import, export, validate, and manipulate large datasets from multiple sources.
- Identify, investigate, and resolve data quality, system, and application issues.
- Communicate technical concepts clearly to users with varying levels of technical expertise.
- Establish and maintain effective working relationships with staff, students, vendors, and partners.
- Install, maintain, document, and support software applications as required.

Training and Experience:

- Working knowledge of and experience with K-12 student information systems is preferred.
- Demonstrated analytical, troubleshooting, and problem-solving skills related to software and data systems.
- Experience developing data-driven reports and performing routine data processing tasks.
- Experience with reporting tools such as SSRS, IBM Cognos, Microsoft Power BI, or similar platforms is a plus.
- Technical education, certification, or equivalent related work experience preferred.

DUTIES

- Administer, support, and optimize the district's student information systems to ensure reliable, secure, and efficient operation.
- Maintain the confidentiality, integrity, and quality of district student data, including user security and access controls.
- Configure, maintain, update, and document student information systems to meet operational and compliance

- requirements.
- Perform timely and accurate state, federal, and assessment reporting, including data exchanges with third-party providers.
 - Design, maintain, and deliver reports, dashboards, and data visuals to support operations, planning, and decision-making.
 - Troubleshoot system, data, and integration issues, coordinating vendor support and escalations as needed.
 - Provide training, guidance, and effective communication to stakeholders and collaborate on system onboarding, upgrades, and improvements.
 - Maintain current knowledge of application and reporting technologies and perform other related duties as assigned.

TERMS OF EMPLOYMENT:

- Full-Time 12-Month salary position
- Assigned locations: District-wide
- Reports to: Chief Information Officer
- IMRF Eligible
- Eligible for Hybrid-Remote Work