



Gila Bend Unified Schools
Student Information Systems & District Compliance Analyst
Classified Salary Schedule
Non-Exempt
12-month

SUMMARY:

The Student Information Systems & District Compliance Analyst plays a critical role in ensuring the accuracy, integrity, and security of all student information system (SIS) data within the district. This position is responsible for managing student records including grades, attendance, and scheduling, and ensuring district compliance with state and federal reporting requirements. The Analyst will also support staff by providing training in SIS data entry and system use and will contribute to district operations through requisition processing, child nutrition meal tracking, and Medicaid reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and manage student data within the Student Information System (SIS), including grades, attendance, scheduling, and demographic records.
- Ensure accuracy, confidentiality, and security of all SIS data.
- Monitor and enforce compliance with state and federal reporting requirements.
- Prepare and submit reports for state and federal agencies, including but not limited to ADE, CNS, Civil Rights, and Medicaid.
- Train and support school and district staff in accurate SIS data entry and use.
- Monitor attendance input across sites and troubleshoot discrepancies or reporting issues.
- Generate reports and data extracts as requested by administration.
- Enter and process requisitions for 21st Century Community Learning Center programs and general district office purchasing using Infinite Visions.
- Collaborate with IT, instructional, and administrative teams to ensure alignment of systems and reporting accuracy.
- Record and manage student meal count entries in the Child Nutrition MOSAIC system.
- Other Duties as assigned

MINIMUM REQUIREMENTS:

- High School Diploma or GED
- Minimum two years of experience using Synergy and Infinite Visions (preferred)
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong attention to detail and commitment to data integrity



- Ability to manage multiple priorities and meet deadlines
- Strong interpersonal and communication skills

QUALIFICATIONS REQUIREMENTS

- Experience with state and federal educational reporting
- Background in school administration or district-level operations
- Training or certification in student data management systems

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Identity Verified Prints Fingerprint Clearance Card (plastic) from the Arizona Department of Public Safety

PHYSICAL DEMANDS:

The physical demands for this job require employees to lift, carry, push, pull, climb, balance, stoop, kneel, crouch, crawl, and demonstrate fine finger dexterity. Employees must frequently stand, talk, hear, and may need to walk or sit. They could occasionally lift up to 100 lbs, such as boxes or assistive devices. Vision requirements include close reading and the ability to adjust focus. Interaction with the public and other staff is a key part of the role.

WORK ENVIRONMENT: The work environment is generally quiet to moderate, with duties performed indoors and occasionally outdoors, involving exposure to various weather conditions and potential contact with childhood and adult illnesses. Reasonable accommodations are available for individuals with disabilities.

EQUAL EMPLOYMENT OPPORTUNITY:

Discrimination against otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

Your signature below documents that you have received a copy of your job description and are aware of the position's responsibilities.

Print Name

Signature

Date