



SUPERINTENDENT'S OFFICE
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
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SIS Training & Compliance Specialist

Position Description:

Reporting to the Director of Data Management in the Achievement and Accountability Unit, the SIS Training & Compliance Specialist will be responsible for the development and implementation of a training continuum for all users of our Student Information System, and execution of state reporting. This will require offering training throughout the year and summer at times during the normal school day as well as after the school day ends. Through reviewing state reporting and transcript errors as well as common support issues the Specialist will tailor and offer training to support end-users.

Scope of Responsibility:

- Responsible for managing the process of uploading state reports and correcting state and transcript errors.
- Improve out data quality and decrease our number of errors through strategic training and support.
- Provide support tools and present training to a wide audience of users in the use of data analysis, Infinite Campus, Microsoft Excel, and state reporting systems.
- Work effectively with other departments to coordinate appropriate trainings for their team members.
- Encourage the use of Infinite Campus' full suite of tools to improve communication and support digital learning.
- Works effectively under pressure and responds appropriately to problem situations.
- Maintains confidentiality.
- Perform other duties as assigned by the Director of Data Management.

Skills and Qualifications:

JPPSS seeks detail-oriented, independent self-starters who have strong problem solving, Microsoft Excel, and training skills. This individual should have a record of performance in challenging situations, and a history of providing adult training. Successful candidates will also demonstrate:

- 2+ years of training experience
- an in-depth knowledge of how a teacher should use Infinite Campus
- exceptional PowerPoint and Microsoft Excel skills
- the ability to explain complex concepts effectively
- a working knowledge of graduation requirements
- the ability to learn independently using online resources
- the ability to think outside the box
- the ability to think of ideas to improve the ways schools use Infinite Campus and ensure their time spent in IC is meaningful
- exceptional analytical and problem-solving skills, with an ability to use quantitative and qualitative data to make decisions and recommendations
- a high degree of professionalism, with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking.
- Bachelor's Degree

COMPENSATION:

JPPSS offers a competitive salary that is commensurate with experience. JPPSS also offers a competitive benefits package.

SALARY RANGE:

_____ – Salary is commensurate with verified experience.

WORK ENVIRONMENT/HOURS WORKED:

The SIS Training & Compliance Specialist shall be employed under the following terms:

- Work year of eleven months, 211 contracted days. Work day consists of eight hours per day including one hour lunch.
- This position follows the board approved district calendar.
- Work evenings, weekends, and holidays, as required by job responsibilities and supervisor.
- This position does not require a contract and is considered an at-will position.