

Joliet Township High School District 204

Position Title: Student Information System Specialist

Qualifications:

1. Associates Degree in related field required; Bachelor's Degree preferred
2. Experience in application software administration and support, Student Information System experience preferred
3. Project management and customer service skills
4. Strong technical/computer skills including spreadsheets and databases
5. Must have strong communication and interpersonal skills
6. Such alternatives to the above qualifications as the Board may find acceptable

Reports to: Director of Information Technology Services

Job Goal: In collaboration with the Director and key stakeholders, the Student Information Systems (SIS) Specialist functions as the central knowledge base for and is responsible for ensuring faculty, students, staff and administration are successful utilizing the Student Information System. This includes integrated messaging, on-line registration, parent/student portals and other solutions. Strong interpersonal and technology skills are required to support end users and to be a leader in the implementation of new functionality requirements for the District's Student Information System.

Current Environment:

Technical - Microsoft Windows Enterprise Environment, Microsoft SharePoint, MS SQL Server, Microsoft Office 365, Infinite Campus Student Information System (SIS), Google Classroom, iVisions Finance System, Mastery Manager and Naviance plus many other applications including department and instructional content specific applications. 11th year of providing students with a Windows based netbook/tablet for anytime/anywhere learning.

Performance Responsibilities

1. Supports the Student Information System (SIS) including assisting with evaluation, selection, development, implementation, documentation and upgrades of the SIS.
2. Serves as the lead technical support for the SIS.
3. Basic to intermediate experience with SQL and ability to write and execute queries in SQL and/or via other reporting software.
4. Maintain current knowledge of all SIS functionality.
5. Handles daily SIS tasks, user requests and issues.
6. Extract, organize, analyze and prepare data/filters, and schedule jobs/reports (both system and adhoc) needed throughout the District.
7. Management of SIS and related technical services projects ensuring they meet or exceed goals.
8. Provides technical assistance and training to school-based and District personnel; provide District staff personal development and training as directed; disseminate information and

respond to inquiries on the use of student information systems applications and assessment delivery systems.

9. Acts as the principal liaison with the building liaisons and SIS vendor.
10. Reviews, and tests when necessary, new or upgraded releases of the SIS working with staff to keep them informed and to ensure we are leveraging new features.
11. Helps ensure the security, confidentiality and accuracy of data in the SIS.
12. Works with administrators to set up and maintain user logins and security rights in the SIS and integrated applications.
13. Adheres to data security practices as defined by federal, state and local regulations, and industry best practices.
14. Maintains professional and technical knowledge by attending monthly SIS user group meetings and annual SIS user group conference/s plus other related educational opportunities; reviews professional publications; establishes and maintains personal networks; participates in professional affiliations.
15. Perform other related duties as assigned.

Terms of Employment: Annual (12) month position; employment in this position is on an at-will basis.

Evaluation: Performance to be evaluated annually by the Director of Information Technology Services in accordance with the Board's policy on Evaluation of Support Services Personnel.