

SECTION I: GENERAL INFORMATION

Position Title: Supervisor of Student Information Systems	Department: Business Office
Reports to: Senior Executive Officer	FLSA Status: Exempt
Bargaining/ Work Unit: Classified Management	Position Last Updated: March 2026

SECTION II: JOB SUMMARY

The Student Information Systems (SIS) Supervisor is responsible for the overall administration, operation, and maintenance of the district's student information system. This position ensures the accuracy, integrity, and security of student data; oversees data entry and reporting processes; supervises clerical staff; and serves as the district's primary resource for SIS-related functions, including state and federal reporting requirements.

SECTION III: DUTIES AND RESPONSIBILITIES

Statement of Duty/ Responsibility: System Leadership and Administration

Tasks involved in fulfilling the above duty/ responsibility:

- Serve as the district's primary administrator and subject matter expert for the student information system (SIS).
- Oversee daily system operations, ensuring system availability, performance, and reliability across all school sites.
- Develop and maintain system documentation, procedures, and user guides.
- Manage system configuration, including calendars, grading setups, scheduling structures, attendance parameters, and user roles/permissions.
- Coordinate and test system updates, upgrades, and new feature releases in collaboration with vendors and IT staff.
- Lead implementation of new SIS modules, enhancements, or integrations with other platforms (e.g., transportation, food service, learning management systems).
- Establish and maintain standardized procedures for system use across buildings to ensure consistency and accuracy.
- Performs other duties as assigned that align with the scope and responsibilities of the position.

Statement of Duty/ Responsibility: Data Management, Integrity & Compliance

Tasks involved in fulfilling the above duty/ responsibility:

- Oversee all student data processes including enrollment, withdrawals, scheduling, attendance, grading, discipline and demographic data.

- Monitor and audit data for accuracy, completeness, and consistency; develop validation processes and error-checking protocols.
- Ensure compliance with all Minnesota Department of Education (MDE) reporting requirements, including MARSS / Ed-Fi data submissions, and other state/federal collections.
- Coordinate timelines and internal processes to meet all reporting deadlines; proactively identify and resolve discrepancies.
- Lead annual processes such as school year rollover, term setup, master scheduling support, and end-of-year data archiving.
- Coordinate back-to-school system readiness, including student enrollment imports, schedule uploads, and staff access setup.
- Ensure accurate transition of student data between school years and systems.
- Maintain documentation of data definitions, coding standards, and reporting procedures.
- Ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act; implement appropriate data access controls and confidentiality practices.

Statement of Duty/ Responsibility: Reporting & Data Analysis

Tasks involved in fulfilling the above duty/ responsibility:

- Lead the preparation, validation, and submission of required state and federal reports, including enrollment, attendance, discipline, and program participation data.
- Develop and generate standard and ad hoc reports for district leadership, schools, and departments to support decision-making and strategic initiatives.
- Partner with district administrators to interpret data and ensure accurate use of student information in planning and accountability.
- Support district enrollment projections by applying projection models, analyzing student data trends, and entering and maintaining required data in state reporting systems.
- Support audit requests and data verification processes from internal and external entities.

Statement of Duty/ Responsibility: Supervision & Staff Development

Tasks involved in fulfilling the above duty/ responsibility:

- Supervise administrative support staff responsible for student records and SIS data entry.
- Assign and monitor workload to ensure timely and accurate completion of tasks, particularly during high-volume periods such as back-to-school and end-of-term reporting.
- Provide onboarding, training, and ongoing professional development for office staff and other SIS users.
- Conduct performance evaluations, provide feedback, and support continuous improvement of staff skills and processes.

Statement of Duty/ Responsibility: Training, Support & Customer Service

Tasks involved in fulfilling the above duty/ responsibility:

- Serve as the primary resource and help desk contact for SIS-related questions, troubleshooting, and issue resolution.
- Provide training and guidance to principals, teachers, counselors, and administrative staff on proper system use and data entry procedures.
- Develop and maintain user manuals, quick reference guides, and training materials.
- Facilitate communication between schools, departments, and IT regarding system needs, issues, and improvements

Statement of Duty/ Responsibility: Process Improvement & Cross-Functional Collaboration

Tasks involved in fulfilling the above duty/ responsibility:

- Analyze current workflows and identify opportunities to improve efficiency, accuracy, and user experience within the SIS.
- Collaborate with internal departments and teams to ensure alignment of data systems and reporting needs.
- Participate in district committees or projects related to data governance, system integration, and continuous improvement.
- Recommend and implement best practices for data management and system utilization.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of student information systems and data management practices.
- Understanding of state and federal reporting requirements for public schools.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to manage multiple priorities and meet strict reporting deadlines.
- Strong interpersonal and communication skills, with the ability to train and support staff at all levels.
- High level of attention to detail and commitment to data accuracy and confidentiality.
- Advanced proficiency in Microsoft Excel, including use of formulas, pivot tables, data validation, lookups (e.g., VLOOKUP/XLOOKUP), and data analysis tools to manage and audit large datasets.
- Experience with student information systems (e.g., Synergy, Infinite Campus, PowerSchool, or similar), including system configuration, data management, and report generation.
- Experience extracting, importing, and validating data across multiple systems and platforms.
- Proficiency in creating and maintaining reports, dashboards, and data queries to support district operations and decision-making.
- Familiarity with database concepts and tools (e.g., SQL or query-based reporting tools) preferred.
- Ability to learn and manage system integrations between SIS and other district platforms (e.g., transportation, food service, assessment systems).
- Proficiency with Microsoft Office Suite (Word, Excel, Access) and Google Workspace tools.
- Work independently within established priorities and guidelines.
- Ability to maintain confidentiality and demonstrate integrity and professionalism.
- Ability to maintain regular, predictable attendance as an essential function of this supervisory position to ensure effective staff supervision, and building operations.
- Collaborate effectively as part of a team.
- Ability to work effectively across lines of race, ethnicity, language, and economic status, with a commitment to identifying and addressing bias in support of equity.
- Builds strong, positive working relationships with colleagues, administrators, and community members.

SECTION V: EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's degree in Information Systems, Education Administration, Business Administration, or related field strongly preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Minimum of 3–5 years of experience working with student information systems or data management in a K–12 setting.
- Experience with Minnesota state reporting systems (e.g., MARSS, Ed-Fi) preferred.

SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical Requirements:

- Ability to sit for extended periods while working at a computer, including frequent use of keyboards, mouse, and multiple monitors.
- Ability to stand, walk, and move between district buildings and office locations as needed.
- Frequent use of hands and fingers for data entry, system navigation, and operation of standard office equipment.
- Ability to communicate effectively in person, via phone, and through virtual platforms.
- Visual ability to read detailed information on computer screens and printed reports.
- Occasional lifting, carrying, or moving of materials weighing up to 20 pounds (e.g., files, boxes of records, training materials).
- Ability to bend, reach, and perform light physical tasks associated with office organization and records management.

Work Environment:

- Work is primarily performed in a standard office setting within a school district administrative office or school building.
- Frequent interaction with staff across multiple departments, including school offices, administration, and information technology.
- Moderate noise level typical of an office or school environment.
- Occasional travel between school sites within the district for training, support, or troubleshooting.
- Work involves managing multiple priorities, deadlines, and time-sensitive reporting requirements.
- Periodic extended or flexible hours may be required during peak periods, including:
 - Beginning and end of the school year
 - State and federal reporting deadlines (e.g. MARSS submissions)
- Position requires maintaining confidentiality and working with sensitive student data in compliance with applicable laws and district policies.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Commitment to providing safe and positive learning environments.
- Ability to work collaboratively and maintain effective working relationships.
- Commitment to student-centered service, efficiency, and continuous improvement.