



## JOB DESCRIPTION

### Data Specialist – Technology and Innovation

<b>DEPARTMENT:</b> Technology and Innovation	<b>SCHEDULE:</b> 114
<b>REPORTS TO:</b> Coordinator of Information Services	<b>WORKDAYS:</b> 245
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Exempt
<b>PCS CODE:</b> 27	<b>DATE:</b> June 2025

**Our Mission:** In partnership with our community, we empower students to discover their potential and prepare for a successful future.

**Our Core Values:** Belonging, Learning, Continuous Improvement and Joy

**Our Vision:** Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

#### POSITION SUMMARY

Under general supervision, responsible for the training, implementation, maintenance, and on-going operations of the District Student Information Systems (SIS) and related systems in a collaborative team environment. Assists the Coordinator of Information Services to ensure data accuracy, compliance with state and federal requirements, and the provision of technical support and training to systems users.

#### MINIMUM REQUIREMENTS

**Education:**

An Associate's Degree in information technology, business, or a related field is required.

**Certification/License:**

Must possess a valid South Carolina driver's license or government issued picture ID.

**Work Experience:**

Three (3) to five (5) years of experience with student information systems and related data management in a school setting; or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and federal laws, guidelines, and South Carolina Department of Education compliance requirements applicable to the position.
- Knowledge of District and school safety and security procedures relevant to the position.
- Proficient knowledge and use of computer applications and virtual platforms relevant to the position, including South Carolina Student Information Systems (SIS) and related data

management software. Experience with scripting languages such as SQL, Python, Java Script, etc.

- Demonstrated proficiency in data analysis, report generation, and database queries.
- Proficient skills in business English; proficiency in preparing reports, correspondence, presentations, and other documents.
- Excellent customer service skills with the ability to effectively communicate with school and District staff in oral and written form.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization and accuracy to manage deadlines and address issues. Excellent attention to detail when verifying information.
- Demonstrated ability to collaboratively design, organize, and facilitate professional development activities and coaching for school and District staff. Ability to effectively convey complex information to diverse adult audiences according to their skill levels.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision or instruction.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

## **ESSENTIAL DUTIES**

- Coordinates security set-up, account access, and system settings, including student and parent access to appropriate areas of the Student Information Systems (SIS).
- Oversees school and District reporting of required data to the South Carolina Department of Education and other entities. Verifies the timeliness and accuracy of data transmissions.
- Supports data integration between the Student Information Systems (SIS) and other District platforms.
- Audits data for completeness and accuracy; makes corrections in an accurate and efficient manner.
- Conducts research to resolve various concerns or discrepancies; responds to complaints and inquiries and/or refers them to the appropriate persons and/or departments.
- Supports all yearly and seasonal student data processes, including but not limited to school year set-up and end-of-year roll-overs. Develops queries to support SIS users in analyzing data and creating required reports.
- Develops and accurately maintains documentation for Student Information Systems (SIS) and related systems.
- Performs software updates for the Student Information Systems (SIS) on a regular basis.
- Creates training materials including training videos and user guides; facilitates user groups; and provides ongoing support for school and District personnel involved in student enrollment and the Student Information Systems.
- Provides technical support for the Office of the Registrar and school staff with the online student registration platform.
- Travels to various District locations to provide assistance, as necessary, for successful implementation of the District Student Information Systems (SIS) and related platforms.
- Establishes a professional rapport with staff that fosters their respect. Displays the highest standards for ethical and professional behavior while collaborating with school personnel, District staff, and external stakeholders.

- Adheres to the highest standards of confidentiality concerning sensitive matters, students, parents, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours. Available to work in a virtual setting when required by the District.
- Willingly performs other duties as assigned by the supervisor.

## PHYSICAL ABILITIES AND WORKING CONDITIONS

**The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.**

**Vision:** Ability to read small print and view a computer screen for prolonged periods of time.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh ten (10) or more pounds on a frequent basis.

**Environmental Requirements:** Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

**Mental Requirements:** Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

**Additional Work Conditions and Physical Abilities:** Regular local travel is required. Reliable transportation required.

***Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***