



## Professional Vacancy Richardson ISD

**POSITION:** SIS TRAINING AND SUPPORT COORDINATOR

**REPORTS TO:** EXECUTIVE DIRECTOR OF STUDENT INFORMATION

**CONTRACT PERIOD:** 261 DAYS - 12 MONTHS

**POSITION CONTROL #** 60095819

**SALARY:** LOCAL PAY GRADE: NLS

**SALARY RANGE:** \$61,174 - \$76,313

**QUALIFICATIONS** Education/Certification

**AND SPECIAL SKILLS:**

- Bachelor's degree

**Experience:**

- Focus software application experience preferred
- Strong technical and analytical skills
- Technical teaching experience preferred
- School district experience preferred; Familiar with campus processes and procedures
- Skill in working in collaborative team-based environments
- Self-motivated and detail oriented
- Excellent interpersonal and verbal/written communication skills

**MAJOR**

**RESPONSIBILITIES:**

**Special Knowledge and Skills**

- Serve as a team leader to provide campus (SDS/Registrar and Attendance Staff) and central end users, support to the district's SIS information system including, but not limited to, student enrollment, maintenance, grade reporting, scheduling, and attendance accounting
- Manage support team's tasks and deadlines
- Assist with the development of training materials and programs; deliver training to end users to ensure an effective and efficient use of the SIS
- Provide support for campuses with long term absences in the SDS and attendance staff positions
- Establish and maintain regular written and in-person communication regarding pertinent activities; develop and maintain technical documentation related to assigned functions and responsibilities
- Proactively monitor campus data entry and cumulative folder management
- Research and create innovative ways using technology for campuses to be more efficient
- Identify issues and implement effective solutions
- Assist with the creation and maintenance of user accounts
- Participate in long range planning; attend professional growth activities
- Collaborate with administrators and maintain professional level of confidentiality
- Follow and train on all district policies, procedures, laws and State/Federal regulations

**Enrollment/Scheduling**

- Serves master scheduling support for elementary principals
- Enrollment support

**Gradebook Support**

- Gradebook troubleshooting, support and training
- Maintain and create gradebook instructional materials and videos
- Conduct and schedule gradebook training
- Proactively monitor gradebook set-up
- Other duties as assigned

**Data Management**

- Develop and maintain accurate student documentation of processes to ensure data quality for audit purposes
- Assist the PEIMS coordinator with the submission of state required PEIMS data.
- Assist with syncing data of the various data systems (e.g. online enrollment)
- Special Program Coding (census block, special enrollment, etc)

**APPLICATION  
PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:** *Christopher B. Goodson*

Christopher B. Goodson, Ed.D.

Assistant Superintendent – Human Resources

**DATE:** 5/31/22

**EQUAL OPPORTUNITY EMPLOYER**

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.