

Student Information System Manager

Purpose

The job of Student Information System Manager is done for the purpose/s of maintaining student information within the computerized student information system; providing instruction and advice to system users; and supporting enrollment and un-enrollment processes

Qualifications and Essential Skills:

1. High school graduate or equivalent GED.
2. Must pass the district pre-employment proficiency test with a score of 75% or better.
3. Job related experience with increasing levels of responsibility is desired.
4. Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
5. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records;
6. Knowledge is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines and software.
7. Ability to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment.
8. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods.
9. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment.
10. In working with others, problem solving is required to identify issues and create action plans.
11. Problem solving with data may require independent interpretation; and problem solving with equipment is limited.
12. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working under time constraints.

Essential Duties and Responsibilities:

1. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
2. Assists other site staff with scheduling and grading documents (e.g. sets timelines, teacher instructions, print grade verification list for teachers, make corrections, print report cards, etc.) for the purpose of distributing information to appropriate parties.
3. Attends meetings as necessary for the purpose of communicating system capabilities and/or accommodating district goals.
4. Designs reports options and/or database applications for the purpose of providing personnel with information customized to their specific needs.
5. Ensures the accuracy of student records and attendance records for the purpose of ensuring compliance with state guidelines and retention of information required by law.
6. Inputs definitions and annual set up (e.g. student record updates, master schedule, yearly calendar, timelines for grades, etc.) for the purpose of coordinating computer related activities for each period.
7. Instructs and supports teachers and school staff for the purpose of ensuring proper and efficient usage of system and notifying users of system changes.
8. Orders all supplies, equipment, forms, etc. for the purpose of ensuring availability for system user needs.
9. Produces a variety of system and mandated reports and report options (e.g. labels, directories, locator cards, state reporting, etc.) for the purpose of meeting site, district and state requirements.
10. Responds to user requests for reports (e.g. daily attendance, student records, personal data on students, ASB awards, etc.) for the purpose of disseminating information to appropriate parties.
11. Runs maintenance programs daily, weekly, monthly and annually (e.g. annual set up, promotions, calendars, etc) for the purpose of ensuring efficient program operations.
12. Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.

13. Utilization of some resources from other work units may be required to perform the job' functions.
14. There is some opportunity to impact the Organization's services.
15. Performs and completes other tasks as assigned.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under a generally hazard free environment.

Responsible to: This employee is responsible to the principal or other supervisor as designated.

Terms of Employment: Twelve-month assignment. Eligible for standard benefits.

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA: Non-Exempt.

Grade: 21

Hours Per Day: 8