

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: STUDENT INFORMATION SYSTEM / DATA SPECIALIST

BASIC FUNCTION:

Under general direction of the Manager of Information Services, the Student Information System / Data Specialist will be responsible for daily operations which include but are not limited to the administration, maintenance, and support of the District's Student Information System (SIS).

REPRESENTATIVE RESPONSIBILITIES AND DUTIES:

- Maintain and update student information system software as needed
- Prepare state reports such as CBEDS
- Prepare Pre-ID files such as CELDT and STAR
- Maintain State Student ID's (SSID)
- Understand data queries with the ability to extract and compile data for various district, state, and federal database programs and reports
- Manage security for accounts on the student information system
- Coordinate with district schools and departments for proper data collection
- Analyze and maintain data in student information system for accuracy
- Prepare documents and procedures demonstrating proper system usage by district employees
- Conduct training classes for district employees related to the student information system
- Assist school administrators with scheduling and rolling data over for the new year in the student information system
- Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

System procedures and terminology
Basic understanding of network and operating systems
State and local reporting
Basic query statements

ABILITY TO:

Plan, organize, and prioritize work
Prepare accurate data exports and reports
Attend training workshops and conferences
Coordinate and provide training

EDUCATION AND EXPERIENCE:

Four years of college-level course work or equivalent training.
Previous knowledge of a student information system is a plus.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers
Seeing, talking, and hearing
Bending at the waist, kneeling or crouching
Lifting and carrying