



Student Information Systems Specialist

Job Overview

The job of Student Information Systems Specialist was established for the purpose of performing technical and professional duties required for data support for the Student Information System (SIS); providing instruction and advice to system users; analyzing problems and issues related to local and state student information systems and related software; coordinating usage among all system users; and producing a variety of statistical reports.

This job reports to the Director of Student Information Systems.

Essential Functions

- Collects, organizes, analyzes and reports student and school performance and improvement data.
- Extracts and reviews data (i.e., school district calendars, course catalogs, classes, staff, attendance schedules, historical grades, student discipline, etc.).
- Releases data files to the State and others to fulfill requirements set by all levels of government.
- Designs report options and/or database applications for the purpose of providing local and state personnel with information customized to their specific needs.
- Inputs data into local and state student information systems (e.g. student record updates, assessment records, attendance, scheduling, discipline, grades, etc.) for the purpose of ensuring accuracy of data.
- Maintains state required student information and reports from historical years for the purpose of ensuring availability of required items.
- Compiles a variety of data and develops formal reports for internal and external requests.
- Identifies issues related to local and state student information systems and software applications for the purpose of resolving user problems.
- Trains districts and site staff on the use of local and state student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of the systems.
- Participates in meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Responds to inquiries relating to computer hardware and/or software applications (e.g. local and state student information, attendance software) for the purpose of resolving problems and supporting site and the district users.
- Responds to user requests for a variety of report options (e.g. assessment information, attendance, enrollment, training summaries, budgets, timelines, etc.) for the purpose of disseminating information to appropriate parties.
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- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a standard office environment.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine dexterity.

Qualifications

Minimum experience: Job related experience with increasing responsibilities

Minimum education: High School Diploma or equivalent

Associate degree in computer science, business or a related field preferred



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of current generation office and database software and reporting methods.
- Knowledge of database methodologies.
- Knowledge of basic math, including calculations using fractions, percentages, and/or ratios.
- Skill in time management.
- Skill in problem solving.
- Ability to interpret technical information from a variety of sources and create consistent, accurate, and useful documents.
- Ability to collect, prepare, analyze, classify, and maintain data and accurate records.
- Ability to be attentive to detail; establish and maintain effective working relationships; communicate with persons with diverse technical knowledge and skills; maintain confidentiality; and work with frequent interruptions.
- Ability to adapt to changing work priorities.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing:

None Specified

Required Certificates and/or Licenses:

None Specified

FLSA Status:

Non-Exempt

Continuing Education/Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background
Clearance

Employee Type:

Classified

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