JOB TITLE: **Student Information Systems Specialist**   DIVISION: Classified
SALARY LEVEL: 7   DEPARTMENT: District-wide
LOCATION: District-wide   BOARD APPROVED: 07/19/2023
REPORTS TO: Site Administrator or designee

SUMMARY: Under the direction of the assigned manager(s), the Student Information Systems Specialist performs a variety of specialized duties to assure proper operation of assigned computer systems. Information Systems support includes, but is not limited to, Student Information Systems (SIS), SEIS, Human Resources, credential, web, CALPADS databases, curriculum related databases, and other information systems. Provide training and assistance to system users concerning system operations, software applications and malfunctions; provide for the effective and efficient storage, retrieval, customization and reporting of student data. Support the special education coordinator on department needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but is not limited to the following:
REPRESENTATIVE DUTIES:

- Perform a variety of specialized duties to assure proper operation of assigned Student Information System (SIS); monitor and modify existing programs to improve reporting, record maintenance and assure compliance with established laws, codes, rules and regulations; integrate new software with existing computer systems. Maintain accurate student databases, including but not limited to SEIS, SIS, CALPADS, Incident IQ, Catapult and all other reporting systems.
- Provide SIS direction and support to District and administrative staff; provide SIS technical and other end-user support; support all data requests; develop and implement reporting procedures to meet district needs; review and validate reports such as English learner, foster youth and free or reduced-price meal eligible pupil data for school districts and charter schools under its jurisdiction to ensure the data is reported accurately according to the most current state reporting requirements.
- District monitoring of SEIS data, including but not limited to preparing and assisting with reports including but not limited to: student performance, staffing, post- secondary and student attendance/enrollment; process submitted IEP's and review for accuracy and compliance including verification of service; Report weekly on the completeness and timeliness etc. of IEPs; Assist with the organization of parent/guardian meetings and presentations.
- Works with administrators to establish and monitor Gridley Unified standards for databases such as AERIES, SEIS and CALPADS; collaborates with staff to ensure uniformity of applications from site to site so that accurate and consistent data are available to Gridley Unified.
- Support Special Education Coordinator with department needs, including but not limited to Assist with professional development/collaboration presentations, special projects and provide clerical support for professional development including registration, event planning and technology set-up; Maintain a calendar of all department activities; Maintain accurate and complete site specific case load files; Maintain all special education program records in compliance with State, Federal and District guidelines; Assist with annual transition IEPs and the transfer of files from feeder schools; Assists with coordination of student transportation needs; Assist with the organization of the Extended School Year program; Process mileage and incidental expense claims, purchase orders, low incidence requests etc., for all special education staff; Provide administrative support to program director including, but not limited to preparation of presentations, confidential files,

tracking, calendar management, correspondence and answering all incoming calls; Maintains the locked confidential student files; Process all contracts with Non-public schools, Non- public agencies and specialists providing services for SPED Department; Maintain inventory and order all department supplies and equipment.

- Coordinate and conduct individual and group training sessions to assure employee understanding of student information system software applications; prepare related support materials; determine and respond to district training needs; respond to inquiries and provide information concerning data processing and reporting procedures, issues, and requirements.
- Communicate with staff, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns related to assigned computer systems.
- Maintain various records related to assigned activities; ability to properly store data and pull for auditors, if needed.
- Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
- Perform related duties as assigned, including attending ongoing training to increase skills in the various assigned databases and student information systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles, practices, and techniques used in the development, maintenance, and modification of information data systems.
- Student database systems and software applications utilized by the district.
- Principles, methods and procedures of operating computers and peripheral equipment
- Record retrieval and storage systems
- Basic instructional methods and techniques
- Preparation, maintenance, verification and processing of student/staff records and reports
- Technical aspects of educational software
- Mathematical computations and ability to manipulate data in Microsoft Excel

ABILITY TO:
- Perform a variety of specialized duties to assure proper operation of assigned computer systems
- Provide training and assistance to system users concerning system operations, software applications and malfunctions related to the assigned databases and student information systems.
- Provide for the effective and efficient storage, retrieval, customization and reporting of student data
- Learn, interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures applicable to student information systems.
- Learn department and program policies and objectives
- Modify existing programs and procedures to improve reporting and record maintenance
- Provide advice and technical guidance to users concerning data processing procedures and requirements related to student information systems and programs.
- Communicate effectively both orally and in writing
- Apply interpersonal skills using tact, patience, and courtesy; establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action using discretion and confidentiality when appropriate.
- Type or input data accurately and according to project timelines
- Work independently with little direction
- Plan and prioritize work to meet schedules and timelines

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High School Diploma or equivalent. Minimum 2 years' experience working with student information software applications and/or databases.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES:
Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Advanced computer skills.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet to moderate.