

PAR: Student Information System (SIS) & Data Coordinator

<u>Reports to:</u>	Director for Planning, Accountability & Research
<u>Supervises:</u>	None
<u>Term of Employment:</u>	11 months
<u>Salary:</u>	Office Support VI - 63 (Lead Data Manager)
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Graduation from high school supplemented by specialized course work in the area of technology**
 - **Experience with Microsoft Office, including spreadsheets**
 - **2+ years' experience in the use of PowerSchool Student Information System**

Essential Job Functions:

- Provides leadership for school based Data Managers and serves as the primary liaison between the school level data managers and MCS Central Office Departments
- Under direction of the PAR Director, effectively communicates with all MCS departments and schools regarding any and all Student Information initiatives and requirements
- Monitors the daily, monthly and annual schedule of events related to student data (class/student scheduling, release of report cards, student registration, student assignment, etc.) to ensure the smooth operation of the technology components of these activities
- Under direction of the PAR Director, oversees training efforts required to implement existing or new Student Information initiatives
- Monitors third party program integration with SIS
- Assists in scheduling and coordinating the transfer of student information and other files from the LEA to DPI and ensuring districts compliance with reporting requirements
- Assists school-based personnel in implementing standards and operating procedures established for management of student data
- Collects data from individual school sites, consolidates and creates summary reports
- Uses common software packages such as word processing and spreadsheets to produce additional reports
- Provides first-level support to all school-based personnel in the use of computerized student information management system, handles complex system errors or malfunctions, and provides expertise in non-routine situations
- Provides assistance in all areas of student information, developing attendance reporting formats, grade reporting, registration and scheduling, discipline reporting, etc.
- Works directly with teachers to provide general information regarding electronic gradebook system, including assisting with training
- Troubleshoots operational and software problems, determines cause of error or stoppage, applies corrective techniques in cases where the problem is software related or refers problem to technical support staff
- Answers department telephone, provides immediate assistance if possible, researches solution or refers calls to appropriate department
- Provides assistance to users with the utilization of available hardware and software
- Assists with training for school-based personnel in the use of the student information management system, including comprehensive training of new staff and keeping existing staff current with changes to the system
- Accesses and utilizes various student data points to answer questions, summarize situations, and write reports
- Troubleshoots, completes, and submits school district level reports for state reporting compliance
- Assists in establishing and enforcing standards, policies and procedures for the student information management system
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- maintain a working knowledge of computers, software, hardware and computer terminology
- troubleshoot common hardware and software problems
- maintain a working knowledge of student data, school organization, and student information management systems used by the school
- utilize mathematical formulas to add, subtract, multiply, divide, use percentages and decimals
- coordinate hands and eyes rapidly and accurately in using office equipment
- differentiate between colors and shades of color
- maintain considerable knowledge of DPI standards, student accounting procedures and regulations, and state and local requirements as they apply to student information
- train users on the use of available hardware and software