

POSITION DESCRIPTION

TITLE:	District Student Information Systems (SIS) Coordinator	SUPERVISOR:	Superintendent
DEPARTMENT:	Secretarial	CLASSIFICATION:	Support Staff

I. **Accountability Objectives:**

Under administrative direction, performs responsible technical work involving independent judgment and initiative; serves as the District wide coordinator for all activities related to maintenance and support for the District's SIS system and staff support for utilization; performs other related work as required.

II. **Position Characteristics:**

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 200 Days / 4 hours per day (.5 FTE)

III. **Position Relationships:**

Reports to: Superintendent

Coordinates with: Building principal; building staff; students, parents

IV. **Position Qualifications:**

A. Desired Experience and training:

Graduation from high school supplemented by advanced technical/software training; recent responsible database experience; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer, keyboarding (minimum of 50 wpm.), and a variety of office machines, and a knowledge of modern office methods.
2. Ability to understand and carry out oral and written instructions.
3. Ability to maintain confidentiality of information about students, parents, staff.
4. Ability to establish and maintain good public relations.
5. Ability to relate to students, adults and individual needs.
6. Knowledge of business English, spelling, and composition.
7. Ability to communicate and relate effectively with district staff, students, parents, and public.
8. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
9. Ability to organize and complete projects in a timely manner.

V. **Position Responsibilities:**

- A. Primary contact for Infinite Campus questions and support
- B. Primary contact for student data updates / changes
- C. Primary contact for parent and student access / passwords for IC and email
- D. Primary contact for grading and grade reporting support
- E. Responsible for student count dates and ADM

- F. Responsible for CWCS data (DPI) reporting
- G. Responsible for WSLA / ISES data and related State Reporting
- H. Responsible for ongoing progress reporting for students, staff and parents
- I. Responsible for maintaining and updating SIS with medical alerts
- J. Maintain student information systems software additions, updates and corrections
- K. Maintain current student information/data in Infinite Campus
- L. Updating of webpages as requested
- M. Assist students, parents and staff as needed
- N. Support third Friday child count (SPED) and discipline reports to DPI
- O. Other duties as assigned