

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**

December 2020

**SECTION I: GENERAL INFORMATION**

|   |                                       |
|---|---------------------------------------|
| <b>Position Title:</b><br>Student Information Systems Specialist  | <b>Department:</b><br>Technology      |
| <b>Immediate Supervisor's Position Title:</b><br>Director of Technology Services  | <b>FLSA Status:</b><br>Non-exempt     |
| <b>Band/Grade/Subgrade:</b><br>C-5-1  | <b>Bargaining Unit:</b><br>Technology |
| <b>Job Summary:</b><br>The Student Information Systems Specialist provides district wide support for the student information system, student registration, data extracts and reporting, and serves as a member the Technology Services department's technical support team. |                                       |

**SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

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| <b>Duty/Responsibility No:</b>  | 1  | <b>Statement of duty/responsibility:</b><br>Coordinates district management, support, and training for the student information system and related data systems. |
| <b>Percent of Time:</b>   | 35 |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Manages the student information system including installation of updates.</li> <li>• Manages staff, student, and family access to appropriate components of the student information system.</li> <li>• Provides student information system training for staff members.</li> <li>• Facilitates connection between the student information system and other district data systems.</li> <li>• Provides support for other district-level systems of a similar nature as needed.</li> </ul> |    |   |
| <b>Duty/Responsibility No:</b>  | 2  | <b>Statement of duty/responsibility:</b><br>Serves as a member of the Technology Services department's technical support team.                                  |
| <b>Percent of Time:</b>   | 30 |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Coordinates the assignment of support requests to appropriate Technology Services team members.</li> <li>• Coordinates troubleshooting, replacement, and adjustments to the District's telephone and voice mail systems.</li> <li>• Assists with other technology support projects as needed.</li> </ul>  |    |   |

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| <b>Duty/Responsibility No:</b>   | 3  | <b>Statement of duty/responsibility:</b><br>Facilitates district-wide student registration, including open enrollment and non-resident agreements. |
| <b>Percent of Time:</b>  | 15 |  |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>   |    |  |
| <ul style="list-style-type: none"> <li>• Manages new student registration intake of forms.</li> <li>• Assigns resident students to appropriate building based on grade level and home address.</li> <li>• Facilitates the open enrollment process for non-residents.</li> <li>• Facilitates the non-resident agreement process.</li> </ul> |    |  |

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| <b>Duty/Responsibility No:</b>   | 4  | <b>Statement of duty/responsibility:</b><br>Completes district-wide reporting and data extracts for local, state, federal, and other approved entities. |
| <b>Percent of Time:</b>  | 15 |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>   |    |   |
| <ul style="list-style-type: none"> <li>• Completes MARSS reporting according to state guidelines.</li> <li>• Completes STAR reporting according to state guidelines.</li> <li>• Completes reporting for the Minnesota Common Course Catalogue according to state guidelines.</li> <li>• Completes reporting for Civil Rights Data Collection.</li> <li>• Supports schools in their grade reporting processes.</li> <li>• Initiates other data extracts or reports as appropriately requested.</li> </ul> |    |   |

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| <b>Duty/Responsibility No:</b>                                 | 5 | <b>Statement of duty/responsibility:</b><br>Performs other comparable duties of a like or similar nature as assigned. |
| <b>Percent of Time:</b>  | 5 |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> |   |   |

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

|   |                                      |   |  |
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| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>   |                                      |   |  |
| <b>REQUIRED EDUCATION/TRAINING (choose one)</b>   |                                      | <b>DEGREE INFORMATION:<br/>Type of degree: (B.S., M.A., etc.)</b>   |  |
|   | <b>less than high school diploma</b> |   | Associates of Arts, Associates of Science, or commensurate experience.   |
|   | <b>High school diploma or GED.</b>   |   | <b>Major field of study or degree emphasis:</b>  |
|   | <b>1 year college</b>                | x <b>2 years college (or commensurate experience)</b>   |  |
|   | <b>3 years college</b>               | <b>4 years college</b>  |  |
|   | <b>1st year graduate level</b>       |   |  |
|   | <b>2nd year graduate level</b>       |   | <b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of administrative support fundamentals and procedures of the district.</li> <li>• Knowledge of the various departmental functions, district organization, and student data needs and student reporting requirements.</li> <li>• Knowledge of governmental reporting requirements, guidelines, regulations and procedures associated with the reporting of student information including MARSS and STAR.</li> <li>• Knowledge of the functions, capabilities, and applications associated with student information systems and the district's student information system.</li> <li>• Knowledge of open enrollment procedures, guidelines and requirements.</li> </ul> |
|   | <b>Doctorate level</b>               |   |  |
|   |                                      |   |  |
| <b>Required Work Experience in Addition to Formal Education/Training:</b><br>A minimum of 3 years previous and directly related experience working with student accounting and student information reporting. |                                      |   |  |
| <b>Required Supervisory Experience:</b>   |                                      |   |  |
| <b>LICENSE/ CERTIFICATION</b>   |                                      | <b>Identify licenses/certification required upon hiring:</b><br>Not applicable  |  |
| <b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>  |                                      | <b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Growth mindset and ability to adapt to changing systems and work environments.</li> <li>• Strong organizational skills that allow for efficient completion of tasks.</li> <li>• The ability to prioritize tasks based on current needs that facilitate prompt responses to staff and family requests.</li> <li>• Communication skills that effectively train and support staff in their use of the student</li> </ul> |  |

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|  | information system and other similar district systems. <ul style="list-style-type: none"> <li>Identifying system needs, requirements and the testing of system upgrades and enhancements.</li> <li>Performing job responsibilities and duties under minimal direction.</li> </ul> |
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

| Titles of Positions Directly Supervised | # of Employees |
|---|----------------|
|   |                |
| <b>TOTAL</b>                            | <b>0</b>       |

**INDIRECT SUPERVISION:**

|   |               |
|---|---------------|
| <b>Number of employees indirectly supervised:</b> | <b>Total:</b> |
|---|---------------|

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| <p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>Work responsibilities are performed in a typical office setting. There are minimal hazards and risks associated with the performance of this classification.</p> |
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

| <u>Employee is required to:</u>                            | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|--|-------|--------------------|-------------------|----------------------|
| <b>Stand</b>   |       | x                  |                   |                      |
| <b>Walk</b>  |       | x                  |                   |                      |
| <b>Sit</b>   |       |                    |                   | x                    |
| <b>Use hands dexterously (use fingers to handle, feel)</b> |       |                    |                   | x                    |
| <b>Reach with hands and arms</b>                           |       |                    | x                 |                      |
| <b>Climb or balance</b>                                    | x     |                    |                   |                      |
| <b>Stoop/kneel/crouch or crawl</b>                         | x     |                    |                   |                      |
| <b>Talk or hear</b>  |       |                    |                   | x                    |
| <b>Taste or smell</b>                                      | x     |                    |                   |                      |
| <b>Physical (Lift &amp; carry): up to 10 pounds</b>        |       | x                  |                   |                      |
| <b>up to 25 pounds</b>                                     | x     |                    |                   |                      |
| <b>up to 50 pounds</b>                                     | x     |                    |                   |                      |
| <b>up to 75 pounds</b>                                     | x     |                    |                   |                      |
| <b>up to 100 pounds</b>                                    | x     |                    |                   |                      |

|                      |   |  |  |  |
|----------------------|---|--|--|--|
| more than 100 pounds | x |  |  |  |
|----------------------|---|--|--|--|

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
 Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**      **Date**

\_\_\_\_\_

**Human Resource's Signature**      **Date**

**Classification History:**

Prepared by BCC 12/04