

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

August 2016

SECTION I: GENERAL INFORMATION

Position Title: Student Information Systems Specialist	Department: Technology
Immediate Supervisor's Position Title: Director of Technology Services	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-4	Bargaining Unit: Technology
Job Summary: 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

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

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

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

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

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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

- Identifying system needs, requirements and the testing of system upgrades and enhancements.
- Performing job responsibilities and duties under minimal direction.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Work responsibilities are performed in a typical office setting. There are minimal hazards and risks associated with the performance of this classification.

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
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	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.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Prepared by BCC 12/04