

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Student Information Systems Specialist	Department: Technology
Immediate Supervisor's Position Title: Director of Technology	FLSA Status: Non-exempt
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: Under the direction of the Director of Technology, the Student Information Systems Specialist provides district wide coordination, training and support of the student information system. The Student Information Systems Specialist also gathers, organizes and reports information for MARSS, Star and the implementation of open enrollment processes and options.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Coordinates and provides assistance to district personnel concerning use and application of the student information system. Works with staff and district users to identify training needs in the areas of health records, discipline, food service, student grading, scheduling, special education, attendance, and census data.
Percent of Time:	35	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	2	Statement of duty/responsibility: Serves as the district's primary liaison and contact for student information reporting, data input and troubleshooting and use of the student information system.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	3	Statement of duty/responsibility: Co-chairs the Student Information System Steering Committee to identify needs for enhancements, concerns, problems, issues or training needs.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	4	Statement of duty/responsibility: Coordinates, identifies and implements training sessions, develops training manuals and materials in areas pertaining to student accounting, MARSS and STAR reporting.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	5	Statement of duty/responsibility: Compiles and organizes data for the generation and reporting of elementary report cards. Coordinates the implementation of secondary report cards.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	6	Statement of duty/responsibility: Serves as a liaison between the district and the student information system vendor in the testing, communication and implementation of system enhancements or updates.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	7	Statement of duty/responsibility: Prepares and disburses open enrollment/non-resident agreement documentation for the district.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	8	Statement of duty/responsibility: Updates and maintains student testing data on the system and reports testing data to the appropriate governmental units.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	9	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		Major field of study or degree emphasis:
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st 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 Skyward system. • Knowledge of open enrollment procedures, guidelines and requirements.
	2nd year graduate level		
	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:	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district. • Providing user support to district users of the student information system concerning system requirements, input needs, data entry requirements, and reporting requirements/guidelines. • Providing district wide coordination in the entry and compiling of student information and in the generation of student reporting within the district and to other governmental agencies. • Identifying system needs, requirements and the testing of system upgrades and 	

	<p>enhancements.</p> <ul style="list-style-type: none"> • Training staff in student information system use and requirements. • Preparing and developing training materials and user manuals. • Performing job responsibilities and duties under minimal direction.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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<p>HAZARDOUS WORKING CONDITIONS: <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
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			
	x			

up to 100 pounds				
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