

JOB DESCRIPTION
Student Information Specialist

QUALIFICATIONS:

- Strong organizational skills.
- Good written and oral communication skills.
- Knowledge of database software, file architecture and file transfer.
- Knowledge of operating PC computer systems and proficient in the use of Microsoft Office Suite, especially Excel.
- Knowledge, skills and abilities in collecting, manipulating and creating reports related to data, information and assessment.
- Strong interpersonal skills.
- Knowledge of PowerSchool or other Student Information System
- Ability to problem solve and conduct research when problems with technology systems arise.
- Highly motivated and self directed.
- Extreme attention to detail.
- Strong customer service skills.
- Desire and ability to work in a collaborative environment.

REPORTS TO: Instructional Technology Coordinator

JOB GOALS: To manage student information systems and all activities related to reporting both at the state and district levels.

PERFORMANCE RESPONSIBILITIES:

- Assist in the development and deployment of systems and processes to assure effective and efficient use of student data/information sources.
- Maintain student and assessment data bases and provide reports for all areas of student learning, inclusive of all instructional programs.
- Generate reports and provide assistance for building leadership teams, curriculum, and business offices.
- Manage all data associated with State Information System (SIS) and ISBE reporting.
- Assist administrative staff with data collection, management, and dissemination.
- Work with outside vendors to establish procedures for data collection and quality assurance.
- Work with leadership to develop data policies.
- Maintain the accuracy and integrity of the district's databases.
- Train users on inputting and accessing data properly.
- Maintain confidentiality and security protocols while handling sensitive student information.
- Ensure the accurate and timely entry of student data into the designated management system.
- Performs such other tasks and assumes such other responsibilities as supervisors may assign.

CONDITIONS OF EMPLOYMENT:

- Established by the Board of Education as documented in the Education support Personnel Handbook.

EVALUATION:

Performance is evaluated regularly by District Office administration. Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Nonprofessional Personnel.

TERMS OF EMPLOYMENT:

Full time. Salary to be established by the Board.