

Job Code 01EG
Professional Exempt
Revised December 2017

STUDENT DATA MANAGEMENT SYSTEM ANALYST/TRAINER

QUALIFICATIONS

A. REQUIRED

- Bachelor's Degree in Education, Management Information Systems, or related field
- Experience with teaching and/or training of adult learners

B. DESIRED

- Experience with maintenance and/or operation of student data management systems
- Experience in a help desk environment
- Experience in a school setting
- Willingness to learn SQL system
- Experience with Windows 2007 workstation operating systems
- Critical thinker and problem solver

SUMMARY

Conducts training, testing and analysis of the student data management system. Ensures the accuracy, functionality, and security of student information and reports. Performs all duties relative to establishing calendars and bell schedules in the student data management system. Troubleshoots attendance, academic history, and employee access to the system.

Reports to: Chief Academic Officer K-5

ESSENTIAL FUNCTIONS

- Maintains relationship with the student data management system provider in order to resolve problems and plan for future needs
- Attends appropriate trainings provided by the student data management system provider
- Prepares job specific training modules for all employee groups utilizing the student data management system
- Provides on-going training to district employees
- Provides technical support for student data management system to district employees by phone or on-site, as needed
- Designs and conducts specific training for teachers in the use of gradebook features
- Provides specific information to parents regarding the use of the Parent Portal
- Maintains the Parent Portal at the district level and conducts analysis of features and/or troubleshoots issues as needed
- Conducts analysis and troubleshooting to assist users in rectifying problems
- Conducts analysis of student data management system features and functions and monitors new features for potential future district use
- Tests all key reports (e.g., transcript, report card, standards based report card, etc.) prior to, and after, a system upgrade
- Communicates information regarding changes and new features when system upgrades are introduced

- Maintains the functionality and security of student data management system
- Makes recommendations for improvements to the set up and management of the student data management system to maximize accuracy and efficiency
- Provides technical support for student data management system to district employees by phone or on-site, as needed
- Ensures that hardware and software revisions and upgrades function properly prior to district-wide installation
- Consults and interacts with Technology as needed
- Establishes and maintains bell schedules, calendars and instructional minutes in the student information system
- Communicates requirements for entering grades to all teachers and provides guidance to schools for monitoring the posting of grades and the preparations to distribute report cards to parents
- Troubleshoots issues with attendance reporting as necessary
- Generates reports for administration as requested
- Ensures compliance with mandatory State requirements and reporting
- Designs and maintains official school registration and enrollment documents
- Manages Standards Based Grading (as needed) for elementary report cards
- Manages and maintains accuracy of the Grad Plan
- Inputs new approved courses into the SIS and export to appropriate schools
- Manages, creates new employee accounts and maintains employee details which includes assignment of stakeholder Department of Education (DOE) and Arizona Education Data Standards DOE numbers
- Searches for and assigns grading types to new sections
- Assists counselors with managing student course requests
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate with District personnel of all levels
- Ability to meet deadlines under time constraints
- Ability to sustain extended work hours and problem situations
- Ability to understand complicated written and oral instructions
- Ability to speak publically in a training environment
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to drive to various district locations
- Ability to bend, pull, climb, stand and occasionally lift equipment of at least 50 pounds