

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: STUDENT INFORMATION SYSTEM COORDINATOR

DEPARTMENT: TECHNOLOGY SERVICES

REPORTS TO: TECHNOLOGY SUPPORT SUPERVISOR

DEFINITION:

Under general direction of the Technology Support Supervisor, will supervise users and vendors in the purchase, installation and support of Student Information System (SIS) software and other District resource application systems. Will manage and supervise support staff and site staff on District resource applications. Will provide technical support for site personnel, training, software updates, troubleshooting, and other PC applications as necessary.

EXAMPLES OF DUTIES:

- Manage and maintain daily tasks for student information systems and District resource application systems.
- Assist site personnel in the use and proper procedures of student information systems and District resource application systems.
- Supervise internal support personnel within the Technology Services Department and oversee system protocols that directly affect the operation and functions of District systems.
- Assign and schedule technicians for District resource information system projects.
- Provide training for all Student Information Systems software.
- Provide technical support to site users and District system users.
- Install and maintain Student Information System components District wide, such as, but not limited to: Sasixp/ Synergy/Aeries, and Microsoft SQL, Resource Systems, grading programs, student learning systems and other District information systems.
- Develop District procedures, and system protocols to support department administration and site functions.
- Assist in the support of systems and projects as directed by Technology Services Director.
- Coordinate New Year rollover and printing of required District reports.
- Manage productivity in the area of new student information technology and provide the Technology Services Department and District with recommendations regarding the Districts student information systems.
- Be accountable for integrity of District information system data.
- Responsible for the preparation of files for electronic transmission of data to various state and education agencies. Including, but not limited to CALPADS.
- Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.
- Demonstrates and models safe, prudent, and healthful work behaviors and practices; identifies and works toward the elimination of unsafe or unhealthy work area conditions.
- Performs other essential job-related work as required.

QUALIFICATIONS

Knowledge of:

- Demonstrates competence in Windows operating system environment.
- Database design and implementation.
- Of Sasixp/_Synergy/Aeries, FileMaker Pro, and Microsoft SQL.
- In the areas of training and instructional programs to improve staff knowledge and the effective use of Student Information Systems and other various software systems.

Ability to:

- Work within and contribute as an integral part of the Technology Services team.
- Communicate and work effectively with others.
- Understand written and oral instructions.
- Organize and plan an effective work schedule with users.
- Install and maintain complex database systems and applications.
- Analyze and debug database applications and software problems.
- Train others in the use and functions of database systems.
- Provide and maintain documentation of installed systems.
- Work unsupervised on complex software problems.
- Communicate and work with vendors to eliminate software problems.
- Respect and maintain professional confidences with all District employees.
- Utilize appropriate professional channels for communicating personal/professional concerns.
- Demonstrate effective project management and end-user management skills.
- Work and recognize the necessity for accurate and precise attention to detail.
- Prepare flow and logic diagrams.
- Develop costs and analyze data for District reports.
- Work overtime when needed or as directed by the Technology Services Director.
- Work around students, staff, parents and administration.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification occasionally lift, carry, push, pull or otherwise move objects weighing 20 to 40 pounds of force.
- This type of work may involve sitting for extended periods of time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ENVIRONMENT

The work environment indicated below is examples of the environmental conditions this position classification must expect in carrying out the essential job functions.

- The work is performed primarily inside an office or office/laboratory environment
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced
- Exposure to adhesive and cleaning solvents/chemicals
- Exposure to moderate to loud noise and vibrations
- Exposure to electromagnetic fields
- Possible exposure to electric shock

EXPERIENCE AND EDUCATION

Experience and Education:

- 2-3 years of experience with student information systems and technology background.
- Bachelor's degree and/or extensive equivalent training and experience.
- Specialized Student Information Software training.
- 3-5 years experience with Windows.

License Requirement

- Possession of a valid California Motor Vehicle Operator's License.
- Personal transportation needed for job-related District travel.
- Auto liability insurance.