



Job Title:	Student Information Systems Manager	Job Category:	Central Office Classified
Department/Group:	Technology Department	Term of Contract:	12 months (240 days)
Location:	Central Office	Travel Required:	Yes
Level/Salary Range:	See Salary Schedule	Position Type:	Full Time
Reports to:	Technology Director		

Job Description:

Oversee the Student Information System (SIS) operations and provide support and training to school staff. Support and coordinate the collection, input, auditing and reporting of system data. Obtain and distribute information from the Alabama State Department of Education relative to all required data systems. Position also supports other responsibilities as they pertain to the Technology Department's oversight.

Responsibilities

- * Oversee the day to day operations of the Student Information System (SIS) for the district and schools and serve as the technical point of contact.
- * Train and assist district and school personnel on utilizing the SIS and other supporting data systems and applications in regard to entry, retrieval, storage, security, manipulation, reporting, data collection, printing and disposal of data.
- * Coordinate the installation, configuration, maintenance, and security of SIS software at the district and building levels.
- * Manage the district data and provide feedback to local schools concerning consistency of data.
- * Import and export data to and from third party software.
- * Assist Technology Director with preparing and maintaining MOUs and MOAs with software vendors and contractors. Document programmatic upgrades, changes, and events.
- * Assist the district and schools in the collection, organization, analysis and reporting of disaggregated data required by local, state, and federal programs.
- * Create, manage, document, and execute SIS exports and reports, and maintain data system quality control.
- * Conduct ongoing data information projects.
- * Serve as a point of contact between the Alabama State Department of Education and the district relative to changes, data collection, additions, upgrades and deadlines.
- * Provide technical assistance and support in troubleshooting and problem solving with data system users (staff, administrators, school personnel, outside vendors and service providers).



- * Keep all schools informed of issues related to SIS and requirements of district and state through timely meetings or emails.
- * Support administrators, faculty, and staff in the use of technology as a tool for student assessments and student record keeping in order to make data-driven decisions and improve school management.
- * Support school and district web-based applications, including online data enrollment and data verification.
- * Contact customer support and vendor on software and database applications as needed.
- * Assist in creation of user accounts, management of passwords, and establishment of permissions for district user accounts to include personnel, student accounts, parents, contracted workers, etc.
- * Attend professional trainings and/or conferences, and earn professional certifications as determined by the district.
- * Assist in the preparation of written materials (i.e., procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- * Exhibit good communication, organization, leadership and decision-making skills.
- * Maintain a high level of confidentiality.
- * Be regular and punctual in attendance and promptly comply in carrying out the duties of the position.
- * Be familiar with and follow Board of Education policies.
- * Perform other duties as assigned by the Technology Director or Superintendent.

Working Environment

The usual and customary methods of performing the job's functions require the following: physical strength, mental health, agility, dexterity, acuity and mobility to perform job responsibilities; the ability to lift 50 pounds, possess full range of motion. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

- * Minimum of five (5) years' successful experience in the field of education
- * Experience with Alabama public school Student Information Systems applications (PowerSchool preferred)
- * Prefer experience in preparing Alabama State Department of Education (ALSDE) required reports, data collection, and import/export files
- * Knowledge of Internet applications, database applications, HTML and programming is preferred.
- * Prefer experience with office automation applications and scripts, such as: MSSQL, CSV, Email, Microsoft Office and Apple products or similar software.



Qualifications

- * Positive interpersonal skills with strong leadership skills and experience in training others.
- * Good technical reading, writing, oral and written communication skills.
- * Excellent computer skills with experience in coordinating and implementing educational programs utilizing technology.
- * Possession of a valid driver's license and own vehicle with appropriate insurance; ability and willingness to travel within system on work assignments and to work additional hours during the week and/or weekend, if required.

Education: Must meet one of the following minimal standards

- * Hold a bachelor's degree in education or computer science, technology, engineering or related field from an accredited 4-year college or university
- * Such alternative or additional qualifications as the Board may find appropriate and acceptable.

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Date Board Approved: