

Job Title: Student Information System and Data Specialist

POSITION SUMMARY:

The Student Information System and Data Manager uses specialized knowledge and skills obtained through education and experience to implement, maintain, manage, and troubleshoot data services and systems throughout the district.

ESSENTIAL FUNCTIONS:

- Manages accounts and data transfers for communication systems such as email, parent notification, and collaboration services for the purpose of providing up-to-date information, proper functioning, and availability for communication.
- Manages and supports central office data systems including the student information system which may contain food service, personnel, facilities, and business for the purpose of keeping systems current, operational, and efficient.
- Maintain the usability of all information systems by planning district controls and assisting the administrations in each building.
- Provide support in maintaining the district's content management system, website and other database driven software.
- Collaborates with a variety of internal and external parties (e.g., district personnel, programmers, analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Provides technical leadership and training to staff for the purpose of developing skills for district staff and administrators.
- Supports and troubleshoots Student Information System for the purpose of managing large amounts of information in an efficient and accurate manner.
- Assists with the set-up, collection, and processing of student assessment data and accounts for the purpose of providing an efficient system and communicating information.
- Responds to inquiries from a variety of sources (e.g., staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice, and support.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Cooperates with District Office Technology Staff in making recommendations for software and hardware purchases.
- Manages data exchange and complies state student information system mandatory reporting.
- Manages curriculum and assessment data exchange between District software vendors.

- Prepares a variety of materials (e.g., procedures, system level documentation, reports, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Perform other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment

SKILLS REQUIRED:

- Superior troubleshooting and task analysis skills.
- The ability to manage complex projects including supervision of vendors and contractors.
- Constructively work under stress and pressure when faced with high workloads and deadlines.
- Adapt to shifting priorities, multiple demands, ambiguity, and rapid change. Skills in organizational and time management sufficient to prioritize workload, handle multiple tasks, and meet deadlines are essential.
- Build solid, effective working relationships with other and to promote team cohesiveness, cooperation, and effectiveness.
- Apply both rational and creative processes and approaches to identify root causes of problems and their solutions.
- Operate standard office equipment and use required software applications to produce correspondence, electronic communication and maintain spreadsheets and databases.
- Convey information clearly and effectively through both formal and informal documents.
- Listen to and understand information and ideas presented through spoken word and electronic formats.
- Conduct professional development for hardware, software, and other technology related topics.
- Work independently with minimal supervision and work well with all levels of management and associates.
- Maintain confidentiality regarding student, staff, and district data.
- Apply the concept of “customer service” in all interactions.
- Work in a proactive manner to communicate, support, and educate all stakeholders.

EXPERIENCE:

Minimum of 5 years in education

RESPONSIBILITY:

To support the mission of the Rhea County School System and accomplish all assigned tasks/missions effectively and efficiently

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Technology and Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools