JOB TITLE: Student Information System Specialist

REPORTS TO: Executive Director Technology and Innovation

NATURE AND SCOPE OF JOB:

Assist the SIS manager with end-user support, application and all tasks related to the implementation, customization and execution of the student information system. Assist with Scheduling set up for all campuses.

QUALIFICATIONS:

Qualifications of SIS specialist include:

1. Associate degree or higher
2. Must have strong critical thinking and problem solving abilities
3. Strong written and oral communication skills
4. Multi-tasking ability and able to effectively prioritize tasks
5. Highly preferred experience with a student database system (PowerSchool preferred)
6. Experience with Excel, Microsoft Office Suite and Google applications
7. Possession of good customer service skills with a positive and helpful attitude.

JOB FUNCTIONS AND RESPONSIBILITIES:

Student Information System Specialist shall:

- Assist SIS manger with SIS set up for scheduling framework for K-12
- Assist with master schedule framework for courses, classrooms, time periods, teachers, and other relevant information on backend
- Assist SIS manager in running school scheduling reports for accuracy and any changes and corrections
- Prepares and maintains various SIS records and reports for district and building administration
- Assist with first level of PowerSchool help desk for parents/students and district staff
- Assist with data mining and analysis of SIS
- Assist with state reporting and accuracy of data submitted to NJSMART and other state agencies.
- Assists in the collection, validation, submission, verification and reconciliation of student information data
- Prepares and distributes weekly / monthly enrollment reports as requested by SIS manager and Executive Director

- Other duties assigned by the Executive Director of Educational Technology or designee

EMPLOYMENT TERMS:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for confidential/unaffiliated employees.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Student Information System and State Reporting Manager shall be evaluated in accordance with Board of Education Policy

Board Approval Date – March 27, 2023