

Alpena Public Schools

Employee Job Description

Position Title: **Student Information Generalist**

Department: K-12 Programs & Finance

Reports To: Associate Superintendent of Business & Operations

SUMMARY:

The Student Information Generalist provides leadership in all aspects of the District's student information system (SIS) and student enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains integrity of all confidential material.
- Performs data quality checks to ensure integrity and accuracy of all student data.
- Provides leadership to building level secretaries in the following areas: student attendance, student record retention, student data quality, Student Information System Software (SIS), and the transportation routing system.
- Provides training and assistance to secretaries and building administrators for pupil accounting related functions, state and federal reporting requirements, SIS, and other software programs, such as Microsoft Office, Google, and student data.
- Attends workshops related to SIS.
- Monitors building level compliance with student data requirements on a regular basis.
- Monitors and provides technical assistance to the APS Online program to ensure teacher qualifications and count requirements are met.
- Works in coordination with elementary secretaries to create the elementary schedule within the SIS.
- Enrolls, schedules, and keeps all data accurate in regard to:
 - Family Partnership
 - APS Online K-5
 - Section 23a
- Establishes and maintains user rights and functionality in SIS, as well as maintains and troubleshoots front-end SIS in all areas, and works with the technology dept. to ensure data security and preservation as needed.
- Maintains and troubleshoots the gradebook interface within the SIS.
- Provides technical support within the Synergy MTSS module and Data Analytics module.
- Develops and coordinates procedures for student enrollment, including centralized enrollment, student transfers, special permission, and Schools of Choice. Also includes updating all required forms and the online enrollment portal.
- Assists parents in navigating and troubleshooting online enrollment and ParentVUE portal.
- Works in collaboration with the Student Information Specialist.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree required; 2-3 years of office management experience is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as Full-Time Equivalency (FTE), discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must be a self-starter with an ability to multi-task in order to learn the scope of the job. Must have strong communication skills, both written and oral, with good grammar, spelling, and punctuation. Mastery of Microsoft Word, Excel and Google Suite (or comparable word processing, spreadsheet and database) programs. Must have the ability to learn and utilize new software programs as systems are upgraded. Ability to apply knowledge of current research and theory in the specific field. Ability to establish and maintain effective working relationships with staff, parents, and community. Ability to perform duties with awareness of all district requirements, Board of Education policies, and FERPA regulations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.