

JOB TITLE: Student Information System (SIS) Data Specialist
DEPARTMENT: InterMountain Technology
REPORTS TO: Chief Information Officer
FLSA STATUS: Exempt
PREPARED BY: Human Resources

PRIMARY ROLE:

The SIS Specialist is responsible for the support, management, administration, and state reporting of the Student Information System (SIS) for multiple school districts. This role involves collecting, verifying, and analyzing data to improve district operations and enhance instructional programs. The SIS Specialist will also provide technical support and training to staff, ensuring data integrity and compliance with state and federal regulations.

QUALIFICATIONS:

- To perform this job successfully, an individual must be proficient in each responsibility and essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation. If selected for the position, individual will complete a pre-employment background check.

EDUCATION/CERTIFICATION/EXPERIENCE:

- High school diploma or its equivalent (GED) required; AA or greater preferred.
- Experience creating and manipulating complex data sets using software tools such as Microsoft Excel.
- Knowledge of technology and maintaining computerized databases including downloads, uploads, extracts, and imports.
- Knowledge of K-12 education procedures, structure, and systems.

REQUIRED SKILLS:

- Follow IMESD guidelines, rules and procedures
- Maintain integrity and confidentiality
- Exhibit regular punctuality and attendance
- Highly motivated, manage time efficiently and effectively
- Strong organizational skills (moved from Education/Experience)
- Provide keen attention to detail
- Demonstrate analytical and problem-solving abilities
- Ability to exercise critical thinking while analyzing and processing data. (moved from Ed/Experience)
- Prioritize workload in a high-pressure environment to accurately meet job requirements and timelines
- Cultivate positive and professional relationships, and show sensitivity to individual differences
- Demonstrate effective interpersonal communication skills, written and oral
- Present ideas in user-friendly language
- Resolve conflict in a professional manner
- Conduct research into issues and products as required.
- Express ability to be flexible and cooperative in varying capacities
- Maintain organization and safety in the work environment

RESPONSIBILITIES and ESSENTIAL FUNCTIONS

1. Student Information System (SIS) Management:
 - a. Oversee the setup, maintenance, and troubleshooting of the SIS.
 - b. Ensure data integrity and accuracy within the SIS.
 - c. Manage third-party integrations with the SIS.
 - d. Supports building secretaries in enrollment, class lists, report cards, grade verification reports and any
 - e. additional reports needed by staff to support the monitoring of students.

2. Data Collection and Analysis:
 - a. Collect, verify, and validate student data from various sources.
 - b. Analyze data to support district and school improvement initiatives.
 - c. Prepare and generate reports for state and federal compliance.
3. State Reporting:
 - a. Ensure timely and accurate submission of state and federal reports.
 - b. Stay updated on state reporting requirements and best practices.
4. Technical Support and Training:
 - a. Provide technical assistance and training to staff on SIS and related software.
 - b. Support the setup and maintenance of user accounts for various digital programs.
5. Communication and Collaboration:
 - a. Collaborate with district administrators, school leaders, and SIS providers.
 - b. Respond to inquiries and provide data-related support to stakeholders.
6. Policy and Compliance:
 - a. Ensure compliance with district, state, and federal regulations.
7. General Administrative Duties:
 - a. Perform clerical tasks such as scheduling, correspondence, and record-keeping.
 - b. Handles sensitive and privileged information with the highest degree of confidentiality and integrity.
 - c. Specific responsibilities and essential functions related to assignment (____ have) or (X have not) been attached

Other Duties:

- Perform other reasonable duties that may be assigned to meet the usual and unusual demands placed on the organization

EFFORT:

Mental:

- Learn new tasks and remember processes
- Maintain focus, make timely decisions and complete tasks independently
- Make decisions, assess risk, perform complex work and proceed with insufficient information.
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests.

Work Place:

- Comply with IMESD policies and procedures
- Proficiently meet IMESD Employee Evaluation Standards
- Dress in a neat, clean, and professional manner appropriate for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain IMESD building property, equipment and materials appropriately
- Complete required annual trainings assigned by IMESD
- Fulfill duties for Mandatory Reporting of suspected child abuse or neglect
- This position may involve travel throughout the IMESD service area, which requires employee to hold a valid driver's license, have reliable transportation and insurance.

Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs per day)

F - Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
Pushing/Pulling - Maximum weight: 40 lbs.		X			
Lifting/Carrying - Maximum weight: 40 lbs.		X			

WORKING CONDITIONS:

- This position involves working at IMESD campuses and/or school districts within the IMESD service area.
- This position is a full time, 210-day position. The typical workweek is M-F, 8 hours a day. There will be occasional prolonged and/or irregular hours.
- Employee could be exposed to blood or other potentially infectious materials or illnesses during the course of duties.
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits are established through a negotiated agreement between the IMESD Employee Group and the IMESD Board of Directors.
- Employee schedule and assignment to be established by Director and/or Assistant Superintendent.

ADDITIONAL INFORMATION:

Employee Unit:

IMESD Professional/Technical Employee Group, At-Will

Pay Grade:	Range 5/Step 1 to Range 5/ Step 5
Approved by:	HR Director
Last revised:	October 11, 2024

NOTE:

IMESD believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

EMPLOYEE STATEMENTS:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

_____	_____	_____
Employee Name (print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (print)	Supervisor Signature	Date