

STUDENT INFORMATION SYSTEM SPECIALIST - HIGH SCHOOL

DEFINITION

Under the supervision of a high school administrator and select district administrators, performs a variety of specialized and complex technical work and maintains student records and files pertaining to programs in the high school guidance office.

Examples of Duties Include (but are not limited to):

- Maintains accurate accounting of grades 7-12 in the current district approved grading database.
- Processes any needed transfer of grades from gradebook database to student information system.
- Processes incoming and returning students including: cum folders, family information and schedules, health information to nurse, request forwarding of student files, and transfer student grades to forms for transcripts.
- Identifies and corrects record discrepancies via counselor, student or teacher.
- Adds or deletes course sections and titles with guidance.
- Prepares locator cards for students.
- Works closely with team for production of annual master courses, titles, sections and programs accordingly.
- Maintains updated list of teacher identification numbers and course sections and titles.
- Distributes and proofreads verification and scan sheets for changes, omissions and program information.
- Distributes report cards and scholastic reports; makes corrections of school grades through teacher requests.
- Transcribes incoming new and returning student grades.
- Maintains standardized testing data and population in necessary databases.
- Processes student transcript requests for current students and alumni.
- Compiles and prepares various reports (e.g. graduation rate reports, yearend reports, failing grade reports, report cards).
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students (e.g. mailing out transcripts, processing student withdrawals as needed) for the purpose of providing information and/or direction.
- Updates student academic histories and family information in all related files.
- Types and produces memos, lists and instructional information to faculty concerning records, grades and changes.
- Proofreads printouts for missing or incorrect information and updates database.
- Processes student withdrawals and/or transfers.
- Archives files and data according to district and state policy.
- Works closely with assistant principal of curriculum and instruction and district level registrar in decision making for database integrity.
- Works closely with district CALPADS officer to ensure data validity for state submissions.
- Manages all digital student records.
- Bills and maintains bookkeeping records for transcript charges.

- Verifies and requests information concerning student eligibility for auto insurance, social security and entertainment permits.
- Prepares special documentation for students transferring to a foreign school.
- Communicates often with elementary sites and district counterparts to maintain standards of practice of data entry.
- Inputs student, teacher and class schedule data for summer school.
- Performs other duties in related areas as required.

Qualifications Guide

Knowledge of:

- Student information system structures and application
- Software such as Excel, Access, SQL, and Student Information Systems software
- Data Processing terms, practices and procedures
- Logical steps in operating systems and record management
- Methods used in compiling complex statistical reports
- Computer languages, operating systems, hardware and software applications utilized by the district
- Record keeping and report preparation techniques
- Correct English usage, spelling, grammar, punctuation and composition
- Basic arithmetic
- Office organization, procedures and practices
- Numerical, alphabetical and subject matter filing systems
- Methods used in preparing statistical reports
- District policies, rules and regulations
- Methods, techniques and procedures related to input and output of a computer-based records management system
- Operation of standard office equipment
- Education Code sections relating to records retention
- Requirements for high school graduation and grade transcription

Ability to:

- Work effectively and efficiently with all levels of district personnel, students, parents and the public
- Process grade changes; calculate grade point and citizenship averages
- Perform a variety of complex clerical work involving use of independent judgement
- Maintain database integrity
- Maintain accurate filing systems and enrollment records
- Maintain confidentiality
- Work effectively without close supervision
- Understand and carry out oral and written instructions
- Perform duties effectively with constant interruptions and many demands on time
- Interpret, apply and explain rules, regulations, policies and procedures
- Uphold district rules, regulations, policies, and procedures
- Troubleshoot system technical errors and determine corrective course(s) of action
- Maintain cooperative working relationships with supervisor, staff, parents, and students
- Direct the work of student, volunteer and clerical aides

Training and Experience:

Graduation from high school; completion of an Associate of Arts or Science Degree (AA/AS) and/or two years of experience interfacing with a student information system.; experience in database management including maintenance of detailed records; and basic troubleshooting of computers, SQL database language experience and/or SQL certification; passage of District technical skills exam.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

10-2016