

**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