

## **Galt Joint Union High School District Job Description**

### **JOB TITLE: Student Information Systems Technician — Senior**

#### **DESCRIPTION:**

Under general supervision of Director of Technology, the Student Information Systems Technician — Senior will supervise use of district's Student Information System (SIS), Learning Management System (LMS), and related software/ web applications with both school sites and district personnel, including data entry, collection, and reporting for various state/federal programs.

#### **DUTIES AND RESPONSIBILITIES (includes but not limited to):**

1. Performs assortment of technical duties managing and optimizing information systems applications, including data and system management, data reporting, reports, imports, analyzation of data, as well as troubleshooting support for end-users.
2. Performs assortment of non-technical duties in analyzing student information software/ web applications, including implementing and coordinating solutions.
3. Assures accuracy of student information data within SIS database, including data entry policy implementation, permissions, registration, yearly rollover processes, and systematic updating for state and federal reporting requirements (CALPADS).
4. Oversees user security permissions for SIS/LMS and related software/ web applications
5. Sets up annual calendar at end of year for SIS/LMS and related software/ web applications, reporting status to appropriate staff
6. Supports SIS/LMS active directory integration in conjunction with Infrastructure Specialist and Senior Information Systems Technician
7. Sets up yearly SIS registration for comprehensive school sites
8. Performs Direct Certification of NSLP and uploads to SIS
9. Oversees and coordinates certification of CALPADs
10. Corrects SIS anomalies in relation to CALPADS data
11. Communicates SIS data entry methods
12. Assists in customer software/ web applications support
13. Serves as a liaison between users and software/ web applications support personnel
14. Supports and maintains uniformity of data standards for district
15. Attends trainings to keep current with database and state reporting requirements
16. Performs other related duties as assigned

#### **MINIMUM QUALIFICATIONS:**

##### Education, Training, and Experience:

1. High School diploma.
2. Possess an AS/AA degree or higher desired.
3. Two years of proven experience with student administrative/educational SIS and LMS software/ web applications (such as PowerSchool, Illuminate, Canvas or other related software/ web applications).
4. Two years of SIS data importing/exporting experience using Microsoft Excel spreadsheets.
5. Typing certificate of 60 wpm or higher (can take typing test).
6. Ten-key calculator experience recommended.

Skill and Ability to:

1. Maintain confidentiality and discretion of sensitive information
2. Install, configure, and troubleshoot databases, application software/ web applications, data integration packages and dashboards
3. Effectively use spreadsheet, word processing, and database software/ web applications programs
4. Analyze and evaluate needs of users by developing and implementing project plans for system features
5. Check reports, records, and other data for accuracy, completeness, and compliance
6. Meet important state and federal deadlines
7. Effectively compile, prepare, and analyze data
8. Make independent decisions while considering local and system-wide impact
9. Think logically in understanding computer and software/ web applications operating procedures
10. Prioritize to identify needs and solve problems independently
11. Plan, organize, schedule, and oversee multiple projects
12. Exercise reasoning to skillfully handle difficult situations
13. Able to take directions while being self-directed when appropriate
14. Communicate and effectively solve problems in an efficient and positive manner, both independently and as part of a team
15. Easily adapt to work assignments, additional priorities, and new procedures
16. Receive constructive criticism and modify work appropriately
17. Maintain high level of professionalism in keeping the needs of customers a top priority
18. Type at a speed not less than 60 words per minute accurately and neatly

**JOB PROFILE:**

Up to 8 hours per day, 261 days per year

**SALARY:**

Galt Federation of Certificated and Classified Employees, Classified Salary Schedule, Step 16

**EMPLOYMENT REQUIREMENTS:**

Fingerprint clearance through the Department of Justice.

Valid California Driver's License.

Skin test or chest x-ray for tuberculosis is required every four years.

Physical examination by a District selected physician may be required upon employment.

**TESTING:**

Applicants for this position may be tested for appropriate skills prior to employment.

**Board Approved: xx/xx/xxxx**