JOB TITLE: Student Information Systems Technician

DESCRIPTION:
Under general supervision of Director of Technology, the Student Information Systems Technician will support use of district's Student Information System (SIS), Learning Management System (LMS), and related software/ web applications with all school sites and district personnel.

DUTIES AND RESPONSIBILITIES (includes but not limited to):
1. Performs assortment of technical duties supporting information systems applications.
2. Acts as a primary contact resource for customer software/ web applications support by helping to resolve software/ web applications issues.
3. Supports staff with entering accurate data, preparing reports, and training on new features for SIS and related software/ web applications systems.
4. Supports staff data entry and reporting for CALPADS.
5. Supports parents/students with appropriate SIS/LMS account access.
6. Serves as a liaison between users and software/ web applications support personnel.
7. Assists senior technician with yearly rollovers, periodic updates, CALPADS certification and reporting, anomaly corrections, security permissions, and training associated with SIS/LMS and related software/ web applications.
8. Supports and maintains uniformity of data standards for district.
9. Attends trainings to keep current with database and state reporting requirements.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:
Education, Training, and Experience:
1. High School diploma
2. Two years of college desired
3. Valid experience with student administrative/educational SIS software/ web applications (PowerSchool, Illuminate, or other related SIS software/ web applications)
4. Valid experience with Microsoft Excel spreadsheets (preferably two years)
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. Make independent decisions while considering local and system-wide impact.

3. Think logically in understanding computer and software/ web applications operating procedures.
4. Able to critically troubleshoot problems.
5. Exercise reasoning to skillfully handle difficult situations.
6. Ability to take directions while being self-directed when appropriate.
7. Effectively compile, prepare, and analyze data.
8. Meet important state and federal deadlines.
9. Effectively use spreadsheet, word processing, and database software/ web applications programs.
10. Communicate and effectively solve problems in an efficient and positive manner, both independently and as part of a team.
11. Easily adapt to work assignments, additional priorities, and new procedures.
12. Receive constructive criticism and modify work appropriately.
13. Maintain high level of professionalism in keeping the needs of customers a top priority.
14. 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 9

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