

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Student Information Systems Coordinator Department: Technology

Grade	I
H.P.D.	8
D.P.Y.	260

Date Reviewed: November 2019

**Reports To: Chief Technology
Officer**

Purpose of Job

This position will coordinate Student Information System activities between the schools, Instruction Department, and Technology Department.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains extensive knowledge of the Student Information System, both the current level and upcoming revisions, to include data extraction, user interfaces, and user permissions.

Trains and assigns tasks to the Assistant Student Information Systems Coordinator.

Test/troubleshoots Student Information System program updates and new reports for errors.

Completes analysis and assessment of requested modifications to existing Student Information System.

Maintains a working relationship with internal programmers and vendors to implement any such modifications.

Assists with acquisition and design of special forms or documents for use with the Student Information System.

Maintains knowledge of various computer software programs that share data, whether through import/export or updating of information from one system to another.

Answers inquiries and gives assistance concerning the Student Information System, including serving as a liaison between the schools and the software vendor to resolve problems.

Compiles data and provides reports to district users, state agencies, and other agencies as required.

Serves as primary contact for functionality expertise regarding the Student Information System.

Communicates and assists school office personnel in correcting errors within the Student Information System software packages. Helps facilitate annual training for existing programs/procedures for current school personnel and trains new employees during the year in the correct use of the Student Information System.

Facilitates implementation of new software packages through training and support.

Performs data analysis, including but not limited to enrollment vs. attendance, scheduling, and teacher certification.

Executes SQL queries to extract data from the Student Information System for research and analysis.

Maintains knowledge of computerized office products to include, but not limited to such programs as word processing, spreadsheets (to include charts and graphs), and presentation software. Able to assist school office personnel with the proper use of these products when assistance is needed to obtain accurate data.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Business Administration or a related field with 2 years of office administration experience. Additional years of qualifying experience may be substituted for each year of educational requirement.
- Functional knowledge of an enterprise software system.
- Valid driver's license and the ability to provide reliable transportation to provide needed services to all CMCSS locations.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the district and technology practices as they pertain to the performance of duties relating to the position. Has comprehensive knowledge of the Student Information System software. Knows how to produce reports from the SIS, is knowledgeable in the day-to-day usage of the SIS, and is capable of assisting other school personnel in problem resolution. Knows how to train new school personnel in the proper use of the SIS.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the position. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date