

SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	Information Services Specialist I
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Chief Technology Officer or designee
CLASSIFICATION	Classified Maintenance and Operations
REQUIREMENTS	<p>EXPERIENCE Two years of experience in data processing or related field in an educational environment.</p> <p>EDUCATION High school graduate or equivalent.</p> <p>LICENSE Valid California driver's license</p>
SALARY SCHEDULE	Classified M&O Salary Schedule I – 17
WORK YEAR/HOURS	12 months / 7.5 hours
LOCATION	District Office
BOARD APPROVAL	

BASIC FUNCTION

Under the general direction of an assigned supervisor, conduct project tasks for State and District systems to identify and implement best practices to assist in the improvement of teaching and learning in classrooms; assist in the production of materials, reports, and forms using computer applications to provide reasonable, timely delivery of professional data analysis services to meet the needs of the District; perform on data sets and generate reports using statistical applications.

ESSENTIAL FUNCTIONS

- Assists in managing the student data collection specifically required for state reporting.
- Answers assigned service tickets.
- Assists in maintaining, importing, and reporting student enrollment, grades, schedules, attendance, and other academic and demographic information.
- Supports the operation of the District Student Information System (SIS) application and database.
- Provides technical support in developing solutions to user-related problems and application systems.

- Assists with and conducts activities related to technical assistance with student assessment.
- Provides support and training to users on applicable software related to assigned duties.
- Collects, processes, organizes, and enters data to support research and evaluation of student achievement and the viability of projects and programs; generates data necessary to analyze assigned projects, programs, or services using applicable software.
- Organizes and prepares application software documentation, procedural documentation, and operation instructions.
- Assists in the analysis, evaluation, and implementation of student information systems.
- Operates computer and printer and scanning equipment as required.
- Reports progress status and problems to supervisor or to Specialist III/II.
- Performs tasks for project activities, including preparation of materials, packaging, ordering, delivery, and inspecting.
- Participates as a member of a project team to accomplish assigned project results; edits forms and surveys and prepares reports and presentation materials.
- Travels to various District sites to support sites in various processes; communicate in a reasonable, timely manner with other departments, District staff, and outside organizations to resolve issues or concerns, exchange information, and accomplish assigned projects; provide guidance and clear directions to others; assist schools in accessing data.
- Works in conjunction with other information technology teams, staff, and vendors to provide assistance and support to ensure the highest level of customer service possible.
- Performs other related duties as assigned that support the overall objective of the position.

KNOWLEDGE OF:

- Digitized recordkeeping systems and practices.
- Basic understanding of Ad Hoc reports.
- Operation of various software packages including but not limited to Microsoft Office.
- Computer, printer, bulk mailing, and scanner operations.
- Knowledge of data confidentiality practices.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Maintain knowledge of current state and governmental agency's reporting requirements.
- Provide guidance to other District Student Information System (SIS) users.
- Prepare accurate and timely reports and projects with detailed data requirements.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Assist in training new staff and users in efficient use of (SIS).
- Work independently with little direction.
- Plan, prioritize, and schedule work to meet schedules and timelines.
- Communicate, understand, and follow both oral and written directions effectively.
- Learn new or updated computer systems/software programs to apply to current work.

- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives, and goals

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling, or crouching.
- Reaching overhead, above the shoulders, and horizontally.

WORK ENVIRONMENT

- Office environment; constant interruption; extended viewing of a computer monitor.