



Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION

Student Informational Systems Specialist

6.3

ORGANIZATIONAL RELATIONSHIPS

The Student Informational Systems Specialist is responsible for the day-to-day operations of the District's Student Information System. The Student Informational Systems Specialist will also provide support to the Director of Technology and the District's Data Analyst as needed.

PERFORMANCE RESPONSIBILITIES

1. Oversight and management of student databases to include troubleshooting and correcting data errors; development of accurate data exports and imports according to application and vendor.
2. Assist with the development and maintenance of the District's data procedures including the beginning of the year (i.e. Student registration, courses, grades, calendars, fees, picture imports, etc.) ongoing and end of the year activities (i.e. Student records, transcripts, etc.) including Summer School data.
3. Serve as the primary contact for the District's Student Information System (SIS), Infinite Campus, and coordinate trouble tickets and enhancement requests.
4. Handle all the student enrollments for the District. Including enrollment forms, data entry, student withdrawals, and communication to other District staff.
5. Oversee the local, state, and national data collection and reporting for student information.
6. Define new users and access for the student, phone, network, and email databases.
7. Technology duties include, but are not limited to:
 - a. Order and verify purchase orders
 - b. Maintain inventory
 - c. Update district website/calendars
 - d. Maintain appropriate district security levels
 - e. Roster students with Classlink
8. Help assign work orders and communicate progress towards completion.
9. Respond to basic IT support questions as needed.
10. Other duties as assigned.

QUALIFICATIONS

1. Preferred:
 - a. Associate's degree or higher.
2. Knowledge of
 - a. Clerical skills, including coursework in bookkeeping, office procedures, operation of the office, and media equipment. Computer word/document processing, spreadsheet, and database experience.
 - b. Google Apps, Microsoft Office, Skyward financial, and Infinite Campus.
3. Ability to

- a. Maintain confidentiality.
 - b. Work well under pressure.
 - c. Troubleshoot/problem-solve basic technology problems.
 - d. Work with online financial information systems (Skyward).
 - e. Help create and maintain user accounts in District systems such as Infinite Campus, Email, Active Directory, Google, Classlink, etc.
 - f. Communicate effectively in oral and written form.
 - g. Maintain a positive and cooperative demeanor with the public and district staff.
 - h. Accurately maintain office files.
 - i. Demonstrate such alternatives to the above qualifications as the school district may find appropriate and acceptable.
4. Required:
- a. Ability to pass district hiring protocols.
 - b. High school diploma or equivalent.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

1. This position is considered full-time.
2. The Enrollment Specialist will report to the Director of Technology.
3. Compensation will be based on experience.

CREATED: 04.26.2022

REVISED: 02.14.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient

operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.