

Window Rock Unified School District No. 8 Position Description	
Position Title	Student Information System Coordinator

Date Revised**Status**

Classified

Salary Level

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Work Year

12 months

Qualifications**Certificates/Licenses**

- Bachelor's Degree in related field preferred.
- Technology/computer skills required (software and hardware) to perform multiple technical tasks.
- Two or more years of experience with Student Management system.
- Must have strong organizational skills.
- Strong interpersonal communication skills.
- Ability to work independently and skillfully to handle difficult situations using good judgment.

Job Goal

The Student Information Systems Coordinator will coordinate the computerized student administration system at the District and school site levels; ensure compliance with the Student Accountability Information System (SAIS) through the use of the school's student management system; support the school sites in the management of school site data by providing technical support, training, and data oversight to ensure compliance with state accountability expectations, i.e. ensure student attendance and registration information are correct and submitted to the proper agencies on a timely basis; serves as a communication bridge between the District and school sites, Arizona Department of Education (ADE), Federal Programs, Special Education, Homeless program, Food Service, Impact Aid, Assessment Data and finance office.

Essential Duties

- Advise principal or designee of established and effective procedures and policies to improve student attendance.
- Advise attendance and counseling staff on to implement best practices in accordance with the district attendance plan and school improvement plan to improve student attendance.
- Works collaboratively and cooperatively with all District and school site Student Management System and SAIS users to support the student information system and its respective module operations.
- Attends Student Management and SAIS meeting to acquire information related to requirements and upgrades of the student information reporting process to ensure accuracy.
- Audits Student Management System data to ensure student records for accuracy and validation of student enrollment for funding purposes.
- Trains school site and department personnel with regard to the Student Management System and SAIS reporting and data management modules, software and hardware to address staff competency.
- Maintains the District's records of attendance and student accountability, including projection of future enrollment, transfer of students, determination of tuition-paying status, implementation and enforcement of boundaries.
- Assists in preparing accurate required reports for the Arizona Department of Education that is used to figure budget and/or assessment information.
- Prepares clear and concise reports on attendance and related matters in the District to the Technology Coordinator and Director of Curriculum, Instruction and Assessment.
- Maintains data files.

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- Coordinates all software upgrades pertinent to the existing Student Management System for the purpose of satisfying compliance with vendor and State requirements and specifications.
- Maintains daily operations of the SAIS system, including uploads, merges, downloads, extractions and data validity for the purpose of timeliness and accuracy.
- Assists in the correction of routine errors within system reports and documents and pays close attention to detail.
- Collaborates with Principals in the evaluation of school site Student Management System and SAIS users, specifically school registrars and attendance staff.
- Reads, understands, applies and interprets complex written computer instructions in order to provide professional development to Student Management System and SAIS users.
- Performs other duties as assigned.

Physical Effort Physically comfortable, normal office work
Working Environment Normal office conditions

Supervision Given None
Supervision Received Technology Coordinator

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 09/16/09