ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Student Information Coordinator

QUALIFICATIONS

1. Experience with student data information systems
2. Strong organizational and communication skills
3. Ability to train adults in a one-on-one setting and in large groups
4. Ability to work independently
5. Ability to work well with others

REPORTS TO

Superintendent

JOB GOAL

To maintain the integrity of student data in the District’s Student Information System (currently Infinite Campus), develop the district’s information reporting and management capabilities, support district operations by ensuring that staff are capable of using the SIS effectively, and ensure that state and district reporting are handled appropriately.

PERFORMANCE RESPONSIBILITIES

1. Manages and develops the student information system.
2. Maintains the district’s SIS in a manner that ensures quality of service for related services, such as payments, nutrition, and emergency communications, while establishing privacy and security procedures that ensure compliance with related laws and board policies.
3. Develops and implements a training plan for staff, including development of supporting documentation and resources, with an awareness of methods for instruction of adults.
4. Leads large group and one-on-one trainings.
5. Engages in problem solving as it relates to the SIS and reporting requirements, and maintains communication with support channels and other district staff, as necessary, to solve problems efficiently.
6. Stays up-to-date on the latest developments and updates relating to student information systems and state reporting requirements.
7. Enhances the District’s ability to use data in an efficient manner through creation of custom reports and content.
8. Attends training sessions – as necessary – to develop skills and receive updates relating to management of the student information system, data reporting, and database design and function.
9. Develops and implements resources to support parent and student access to the SIS.
10. Maintains user accounts and user security within the student information system (includes staff, parents, and students).
11. Serves as one of the district’s primary contact with the student information system’s support company (currently Computer Information Concepts)
12. Facilitates the district’s data collection for Student Reporting in Iowa (SRI), attends related trainings, shares information with staff, and submits data in accordance with deadlines.
13. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented.
14. Maintains a professional presence in the state and regional student data reporting communities through attendance at conferences and informational sessions.
15. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT   Salary and work year to be established by the board.

EVALUATION   Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors April 14, 2008

Revised February 10, 2014