



COORDINATOR, STUDENT INFORMATION SYSTEM

Job Description
August 5, 2011

Position Summary

Provide leadership in the management of the Student Information System and expert level student information technology support including providing training to students, district staff, parents and other community users.

Reporting Relationship

Report to the Information Technology Director.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Function as liaison to school and administrative site supervisors and department managers to provide technical guidance and training regarding Student Information System (SIS) functionality, upgrades, and the generation of informational and training documentation.

Ensure that State of Minnesota compliance requirements are met, including collaboration with Minnesota Automated Reporting Student System (MARSS) Reporting Office.

Maintain accurate documentation regarding SIS functions, operating procedures, and the dissemination of updates to users.

Participate in the management of Student Information System production time-lines.

Design, coordinate and provide SIS-related training and support for district personnel.

Assist in the development of customized reports.

Monitor and insure adherence to quality standards.

Plan, delegate, coordinate and review the work of SPPS collaborators and consultants.

Provide SIS assistance and advice regarding special programs.

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Responsibilities (continued)

Participate with the Information Technology Project Manager in planning and implementation of Campus upgrades.

Serve as the District's spokesperson for issues regarding the Student Information System.

Develop, or supervise the development of, Student Information System communications, both internal and external.

Coordinate the development, acquisition, and maintenance of a collection of resources that support the Student Information System.

Support the implementation of strategic technology plans, both at the District and department level.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of instructional design processes.

Considerable knowledge of e-learning and learner management systems (LMS), specifically Moodle.

Considerable knowledge of the capabilities of information technology systems and student information systems in particular.

Considerable knowledge of new and emerging education-related technologies and their potential applications.

Some knowledge and a general understanding of the areas of application programming, database and system design.

Some knowledge of the K-12 educational environment and the federal and state reporting requirements for public schools.

Ability to collaborate with others.

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Knowledge, Skills and Abilities (continued)

Ability to prepare project plans.

Ability to interact tactfully and effectively with school district employees, representatives of outside agencies and organizations and the public.

Minimum Qualifications

- Master's degree in information systems, education, instructional systems, instructional design or a related field.
- Five years of experience as a trainer/instructor involving student information systems and/or instructional technology.
- Experience working as a K-12 teacher or administrator, utilizing student information systems.
- (Equivalent combinations of education and/or experience will be considered.)

Preferred Qualifications

- A valid teaching license issued by the Minnesota Department of Education.
- Completion of an Infinite Campus Product Knowledge level course.