



JOB DESCRIPTION

Student Information Specialist (SIS)

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: 125
DEPARTMENT: Data & Information Group	WORK DAYS: Annual
REPORTS TO: Director (Student Information and Applications)	FLSA STATUS: Exempt
CLASSIFICATION: Classified	DATE: 3/30/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Student Information Specialist (SIS) provides support to schools and internal departments for the overall collection and maintenance of data for the Student Information System in support of effective instructional practices, communications and operation efficiency of student information in assigned APS schools.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's Degree in Education, Technology or related field required.

CERTIFICATION/LICENSE:

- N/A

WORK EXPERIENCE:

- 3 years experience working with Student Information Systems in an educational, school-based environment.
- Training experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Proficiency with course authoring software, learning management systems (specifically Moodle, Blackboard and SharePoint), content management, graphic editing software, storyboarding, multimedia, and other appropriate teaching/learning technologies.
- Proficiency of Microsoft Office suite software including Excel, Microsoft Suite, PowerPoint, Outlook.
- Ability to be flexible and adapt as needed between in-person environments.



ESSENTIAL DUTIES

- Facilitates timely and accurate data collection for assigned schools for State and Federal reporting procedures.
- Participates in local, state, and national SIS user groups and attends conferences and/or classes to stay current on products and developments of the SIS.
- Provides support and assistance to assigned schools with data collection necessary for student information reporting and level 2 and 3 Student Information System support to school based and district level personnel.
- Serves as a liaison between the schools and the district office in regards to student information data collection through the creation and ongoing effective work of the school based SIS teams, school sites and departments across the district to verify SIS requirements and for protocols to be met. Communicates regularly with schools via phone and email.
- Implements and maintains a SIS acceptable use policy for data entry at the school level, tests and complements additional SIS components as required by the project manager.
- Completes the development and maintenance of necessary support and training materials for the school district. Responds to training needs identified by the schools.
- Gathers feedback from school sites on the SIS to determine which components could be modified or added from the District to meet school data needs.
- Supports deployment of SIS enhancements to schools (product upgrades, security changes, file definition and table changes).
- Assist in analysis of data, application and system hardware errors to determine root causes.
- Applies appropriate changes to resolve errors.
- Assist with efforts with other division/departments to integrate the SIS with other applications and initiatives.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks



in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.