



## JOB DESCRIPTION

### Student Information Specialist (SIS) Programmer

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 126
<b>DEPARTMENT:</b> Data & Information Group	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (Analytics & Accountability)	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 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) Programmer provides the overall maintenance and reporting of data for Student Information Systems in support of effective instructional practices, communication and operation efficiency of Student Information in all APS Schools and administrative departments.

#### **MINIMUM REQUIREMENTS**

***EDUCATION:***

- Bachelor's degree in Information Systems or related field, or equivalent work experience required.

***CERTIFICATION/LICENSE:***

- N/A

***WORK EXPERIENCE:***

- 3 years of successful experience working with state and federal reporting, Student Information Systems in an educational, school-based environment.
- Training experience preferred.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Proficiency configuring and providing technical support for 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**

- Provides technical SIS support to District.
- Maintains and configures District Integration processes.
- Maintains, configures, and customizes SIS to fit District needs.
- Develops and maintains scripts for upgrades and application patches.
- Assists with New Year rollover procedures, application of patches and version upgrades at the District and school levels.
- Configures and maintains SIS District Consolidation.
- Maintains standardized SIS tables/files and distributes to school sites.
- Creates SIS for new schools.
- Provides support to applicable SIS systems through training and troubleshooting.
- Develops, implements and maintains interface processes between the SIS and other key district business applications.
- Develops, implements and maintains interface processes for submitting state reporting data.
- Responsible for generating data reports to internal and external customers.
- Use of query function and report generation in SIS, including data warehouse and ETL tools.
- Develops, implements and maintains a web-based portal to view, analyze and download student information.
- Responsible for reviewing, analyzing and recommending new and enhanced systems.
- Responsible for taking on and managing projects from start to finish.
- Maintains current knowledge of the latest technology in computer applications, i.e. hardware and software developments.
- 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.*