

North Wasco County School District
Job Description – Classified – Student Data Systems Specialist

Title: Student Data Systems Specialist

Classification: Classified – Student Support

Reports To: District Superintendent/Designee

Work Year 260 Days/Year

Job Purpose Statement/s:

The Student Data Systems Specialist serves as a district-wide support specialist who is responsible to coordinate and maintain academic and district databases to support classroom instruction, student management systems and system users.

Education:

- High School Diploma or equivalent required, *and*
- Bachelor's or Associate Degree in computer related field, or at least three years' experience in field of computer data management, *or*
- One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in computer information systems or related field preferred

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and Employer Drug and/or Alcohol Testing; Current Driver's License.

Essential Duties and Responsibilities: Duties will include the following:

- Maintains accurate and complete information for North Wasco County School District No. 21 for all student software database systems for the purpose of insuring accuracy of reporting of: attendance, report cards, interim progress reports, registration and withdrawal of students, transcripts, immunization, schedules, honor roll, forecasting and other required state and federal reports.
- Completes reports in a timely manner that are required by the Oregon Department of Education.
- Assists in design, trouble shooting, analyzing, and publishing database reports, labels, and forms, for the purpose of completing reports and providing data to users.
- Prepare data for the purpose of accurate and clean rollover at year-end.
- Provides training for staff as requested.
- Monitor and troubleshoot attendance systems for accuracy and provide technical assistant as needed.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Collects specified data (e.g., lunch, student body, special functions) for the purpose of processing within the guidelines of the district, state and auditors.
- Assists District personnel in the completion of their work activities.
- Provide helpdesk support for Student Information Systems to include home and teacher access portals.
- Implement and maintain on-line registration of student enrollment.

Job Skills

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and or Licenses:

- Certificates and licenses are not normally required for this position.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:
Single Grasping Pushing and Pulling Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No
4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
-

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date