

TITLE: Student Information System (SIS) Database Technician

QUALIFICATIONS: 1. Bachelor's Degree or equivalent certificate or experience with student information systems or other database management.  
2. Effective oral and written communication skills.  
3. Ability to maintain confidentiality.  
4. Knowledge of data queries and data management/security protocols.

REPORTS TO: Director of Technology/Assistant Superintendent

JOB GOALS: 1. Maintain district SIS and data integrations to ensure effective operations.  
2. Maintain and ensure student data privacy.  
3. Support faculty and staff in effective and appropriate use of SIS.

PERFORMANCE RESPONSIBILITIES:

1. Maintain district student data management systems; utilize evaluation criteria to evaluate efficiency and effectiveness of these systems.
2. Support staff in the reporting of student grades, transcripts, enrollment, attendance, scheduling, and other student data requests.
3. Support ancillary systems such as mass communications, lunch tracking, and online student registrations.
4. Assist in the maintenance of student data management software.
5. Perform system integrations with various types of outside database applications.
6. Assist in the development of custom reports, programs, and features for use with the student information system.
7. Ensure student and parent portal access rights comply with school district policies related to student information and security protocols/procedures.
8. Research trends and future advances in student and personnel data management and work to keep district programs current with these trends.
9. Complete technical training and education required to meet the needs of the district, as required.

PHYSICAL DEMANDS:

1. Lower body strength to stand and walk throughout the work day.
2. Upper body strength to lift 25 pounds and carry more than 50 feet throughout the work day.
3. Ability to push mobile units of 50 pounds more than 1,000 feet through crowded hallways.
4. Ability to reach overhead to retrieve materials and supplies.
5. Have visual acuity and stamina to work at a computer monitor throughout the work day.

TERMS OF EMPLOYMENT:      Employment relationship with the District is at will and of indefinite duration, if 12-month employee, vacations as per District Policy. Eight hours per day; salary and fringe benefits to be set by Board of Trustees.

EVALUATION:              Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. Sheridan County School District No. 2 actively supports Americans with Disabilities Act and will consider reasonable accommodations.

