



Job Title: District Information Specialist - Data Analyst

Job Family: School Support

Pay Program: Classified

Job Code:

Typical Work Year: 12 months

SUMMARY: To manage and oversee Student Information System, Enrollment, assessment Activities and support State Reporting. To assist the Technology Director in administrative duties and management of technology and registrar functions. Maintaining student records at the campus level. Process student enrollment, transfers, and withdrawals for the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Performance Responsibilities	Frequency
1. Administers all aspects of Student Information Systems and programs.	Daily
2. Coordinates all school set-up functions in Infinite Campus.	Daily
3. Administers and edits HTML pages in student information systems to maintain and create customized pages.	Daily
4. Continually strives to identify and stay current with industry trends in student database management and information systems and initiatives.	Daily
5. Creates and maintains an effective working relationship with administrators, staff, parents/guardians, and outside vendors to perform job duties as outlined.	Daily
6. Maintains highest level of confidentiality pertaining to DC-G employee, financial and student records.	Daily
7. Demonstrates effective planning, organization, teamwork, and general time management.	Daily
8. Designs and administers reports as needed within the student data system.	Daily
9. Participates in staff development as appropriate.	Daily
10. Manages the interface between data systems.	Daily
11. Takes a leadership role in the successful implementation of the data certification process within the State's student reporting requirements.	Daily
12. Provides support to the Associate Superintendent of School Improvement as needed.	Daily
13. Enrollment of students and records.	Daily
14. Assists in attendance assignment of students.	Daily
15. Responsible for all demographic database changes.	Daily
16. Responsible for oversight of basic educational data statistics.	Daily
17. Responsible for student database data, data entry and management.	Daily
18. Preparation of various Department of Education reports.	Daily
19. Proof read written materials for accuracy.	Daily
20. Compiles ongoing enrollment figures and assigns new students to attendance centers according to policy.	Daily

21. Performs other duties as assigned by the Associate Superintendent of School Improvement.	Daily
--	-------

EDUCATION AND RELATED WORK EXPERIENCE (Preferred):

- High School Diploma with some college or business education preparation highly desirable.
- Experience in Computer Management, Information Systems, or equivalent combination of education and experience.
- Basic work structured, query-based language (SQL), database structures, Microsoft Reports.
- Background or understanding in working with and setting up grade books in a K-12 setting.
- Experience with student information systems and student assessment processes.
- Exemplary organizational skill and ability to carry through multiple tasks in meeting deadlines.
- Highly proficient in district software applications.
- Possesses effective oral and written communication skills and utilization of technology; as well as effective judgment, planning. Strong customer service and a team player, and exceptional human relations skills required; and will be able to work under periods of stress due to the level of position responsibility.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.

Personal Performance Criteria	Frequency
1. Works well with others, maintaining positive and effective communication with school personnel, parents, and students.	Daily
2. Contributes to creating a positive work environment.	Daily
3. Demonstrates integrity and respects confidentiality.	Daily
4. Works independently and with confidence.	Daily
5. Demonstrates ability to grasp and adjust to new and changing situations.	Daily
6. Demonstrates initiative and ability to work without close supervision.	Daily

Professional Performance Criteria	Frequency
1. Greets and welcomes new families to the Dallas Center-Grimes CSD.	Daily
2. Works collaboratively with Administrators to determine building placement for students, including capping.	Daily
3. Compiles ongoing enrollment figures and assigns new students to attendance centers according to policy.	Daily
4. Utilizes knowledge of district and state personnel, policies, and procedures to assist new families and students with questions and concerns.	Daily
5. Creates and maintains enrollment and capping records, and communicates to all appropriate staff when new students are enrolled.	Daily
6. Support open enrollment records, communication, and billing.	Daily
7. Maintains student demographic records and enrollment data using Infinite Campus.	Daily
8. Responsible for various Department of Education reports.	Daily
9. Serves as On-Line Registration (OLR) administrator and maintains the OLR software.	Daily
10. Job duties, functions, and responsibilities related to student enrollment and other duties as assigned.	Daily

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proficient in written and oral communication and utilization of technology, or such qualifications as the Board may find appropriate and acceptable.
- Team player with exceptional human relations skills.
- Exemplary organizational skill and ability to carry through multiple tasks in meeting deadlines.
- Highly proficient in district software applications.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Abilities to communicate, interact and work effectively and cooperatively with all people including those with mild to severe disabilities from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Operating knowledge of special communication systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Associate Superintendent of School Improvement	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below 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 Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		
Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			

More than 100 pounds	X			
----------------------	---	--	--	--

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate			X	X
Instruct				X
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X
Noise Level:	Exposure Level:
Very quiet	
Quiet	X
Moderate	X
Loud	
Very Loud	