

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/14	Student Data Specialist	2.8.27
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by providing a variety of responsible and comprehensive duties related to student information data systems in support of schools and/or departments.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned administrator. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed periodically to assure compliance to standards and measured results.

### **ESSENTIAL FUNCTIONS**

**May include, but are not limited to, the following:**

Verifying data and assisting with and/or creating course registration catalog for assigned school(s).

Compiling and entering student data into various computer programs.

Compiling reports from the student data system(s), on a regular basis, and as needed or requested by the building administrator. This may include data for State of Oregon and Federal reports.

Assisting with development of the master schedule at assigned school(s).

Updating security for parent and staff access to certain student programs.

Working with the Technology Department to insure proper submittal of student data system support requests by staff.

Assisting parents and school staff with access to and use of various student data system programs.

Troubleshooting and obtaining resolution for student data systems software issues for assigned schools.

Training school staff on the use of Student Data Systems for assigned school(s).

Organizing work to manage multiple projects with critical time frames and varying deadlines.

Interpreting and applying rules, policies, procedures, and regulations affecting assigned area of responsibility.

Working constructively with employees, administrators, parents, and others as required in the course of completing job duties.

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Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Advanced Excel spreadsheet functions.

Modern office methods, practices, procedures and computer equipment and terminology.

Work organization and research techniques sufficient to collect, analyze and interpret data.

Principles of effective office practices, including organization, record-keeping systems, and work completion.

Technology and software applications needed to perform duties of this position.

Statistical and analytical methods and techniques.

Applicable rules, policies, procedures, and regulations affecting assigned area of responsibility.

#### **Ability to:**

Perform statistical research and create reports.

Work effectively with constant interruptions.

Read and understand Federal and State regulations, District rules and policy, and software system procedural manuals.

Plan and prioritize workload requirements including scheduling and organizing multiple tasks.

Effectively communicate technical concepts to non-technical audiences.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Accurately enter and retrieve data using a computer and word processor and/or spreadsheet software programs; developing records maintenance systems; maintaining records and generating reports.

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**Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Two years' experience with computer based student information systems.

**Training:**

Equivalent to completion of the twelfth grade.

**Work Environment:**

Climate controlled office setting with exposure to minimal noise intensity levels.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 50 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Student Data Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_