

TITLE: STUDENT INFORMATION SYSTEM TECHNICIAN

REPORTS TO: Assigned District Administrator

JOB GOAL: To maintain accurate and complete student records for all District and State Student Information Systems

QUALIFICATIONS

Knowledge of

1. California and District Student Information System (SIS) requirements.
2. Organization and operation of the District SIS.
3. Data collection, analytical methods and procedures.
4. Computer literacy and proficiency in word processing and data entry.
5. District graduation requirements and college entrance requirements.
6. Report writing and record-keeping techniques.
7. Effective communication techniques.
8. Correct English usage, spelling, grammar, punctuation, and math.
9. District policies, rules and regulations as they apply to student records.
10. Numerical, alphabetical, and subject matter filing systems.
11. Proper office methods, techniques, and procedures including report writing and proper telephone techniques.
12. Safety rules and regulations for this position.

Ability to

1. Respond to CSIS requests for data and information.
2. Establish and maintain efficient record keeping/filing systems and prepare reports.
3. Relate well to a variety of individuals including students, parents, and staff.
4. Analyze situations, take appropriate action and carry out oral and written instructions in a variety of procedural matters without immediate supervision.
5. Communicate effectively and tactfully in a courteous manner in both oral and written form.
6. Establish and maintain supportive communications between the sites, departments and District.
7. Assist in the orientation and in-service training of site personnel pertaining to data processing procedures, report formatting and other student information, issues and concerns.
8. Be a productive, cooperative and active team member.
9. Work successfully with diverse groups of people.
10. Work without immediate supervision, maintaining work schedules in performing tasks.
11. Present and maintain a pleasant appearance and demeanor.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Learn and follow District operations, procedures, policies and requirements.

Ability to (continued)

14. Exercise independent judgment and problem-solving skills related to specific areas or responsibility.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.
16. Provide excellent "Customer Service" to staff and the community

Training and Experience

1. Education equivalent to the completion of the twelfth (12) grade.
2. Two (2) years of successful experience working with school-related student information systems, or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Good work history and attendance.

ESSENTIAL FUNCTIONS

1. Ensures accuracy and completeness of data in the District's Student Information System (SIS).
2. Manages data entry of information for state California Based Education Data System (CBEDS) report, CALPADS data submissions and ensures that other student related data is accurately recorded.
3. Maintains past student records for the District.
4. Ensures the accuracy and completeness of District student enrollment records.
5. Coordinates, processes and maintains District transfer requests.
6. Communicates transfer information to school sites and families.
7. Processes a variety of student records, including transcripts.
8. Provides training as needed in the SIS.
9. Receives, reviews, and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures.
10. Prepares letters, reports, memos, and related documents.
11. Process forms, applications, documents, records and/or other paperwork in support of the assigned office functions.
12. Maintains and updates a variety of records and files, including computer data files.
13. Follows district policies and procedures.
14. Participates in district in-service training as required.
15. Knows and understands the District Mission and Core Values.
16. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.

STUDENT INFORMATION SYSTEM TECHNICIAN

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation. (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
12. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by: Board of Education

Date: 10/10/2013

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**