



STUDENT SERVICES DATA AND STUDENT INFORMATION SPECIALIST

Schedule: 8 hours per day, 12 months / About 260 days per year

Class: 19, starts at \$25.28 per hour

Starting Date: As soon as possible

POSITION PURPOSE

The Student Services Data and Student Information Specialist designs, develops, analyzes, enhances, implements, maintains, and supports the use of and access to data designed to improve the overall operation of the Student Services Department. This position also assists in the data collection and submission of State and Federal reports. The position serves as liaison between the end user and the district office; and supports the data needs for multiple reports to state and federal agencies requiring student data.

NATURE AND SCOPE OF RESPONSIBILITIES

- Identifies, diagnoses, and resolves problems for users of the David Douglas School District Student Information System, Special Education (SE) ("SIS", currently Synergy, SE is the Special Education Function).
- Participate in SE meetings with county, education service agencies, and state consortiums.
- Create and deliver professional development to frontline SE end users such as case-managers, teachers, specialists, secretaries in order to improve capacity of end-users to successfully navigate and employ the data systems with all functions related to special education and section 504.
- Offer onsite, phone, email, virtual (videoconference) support for end-users for SE functions.
- Export data from SE to generate custom reports as requested.
- Monitors, identifies, and prioritizes SE questions submitted within the IT ticketing system.
- Creates SE reference materials (e.g., "go-by's", quick reference guides, and protocols) for dissemination to end-users including, but not limited to, case-managers, teachers, specialists and/or secretaries.
- Assists with maintaining SE data integrity by running reports to identify potential errors.
- Assists with system maintenance by running regular system processes daily, weekly or monthly, as needed. Maintains and adheres to the schedule for these system responsibilities.
- Provides set up assistance for new features within the system including the testing of these features prior to adoption in the live environment.
- Assists in the delivery of SE training to new employees and existing employees including, but not limited to, professional development for large group, small group, and drop-in settings.
- Tests newly created reports and posts to the appropriate place within the SE for end-users.
- Performs basic data queries and responds to K-12 data inquiries from staff and/or outside partner agencies.
- Stays current on state and federal student data reporting requirements for the purpose of ensuring accurate and compliant data submission.
- Adheres to information security policies and regulations (FERPA, COTA, HIPAA, etc).
- Maintains integrity of confidential information relating to students, staff, or district patrons.

ADDITIONAL FUNCTIONS:

- Assists in management of /SE data from multiple sources including internal, external, and third-party data, when necessary.
- Assist management of user accounts and access privileges for the SIS and Data Warehouse for the purpose of providing data security.
- Supports the development of queries and scripts for the purpose of providing specific student data.
- Supports the development of mail merge documentation in SIS systems.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.
- Demonstrates professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Maintains regular and consistent attendance and punctuality.
- Confers regularly with immediate supervisor, or designee, and works under the direction of licensed staff.
- Follows all district policies, work procedures, and reasonable requests by proper authority.
- Must be able to travel to schools within district.

QUALIFICATIONS:

- A minimum of two years' experience supporting users on data systems; extensive experience using MS Excel.
- A valid Oregon driver's license and meet insurance requirements to drive district vehicles- must be able to drive to various locations
- Familiarity working:
 - MS PowerPoint or other presentation software
 - MS Word software
 - FileMaker, Access, or other database software
 - Working with large-scale datasets
 - Experience working in a team-oriented, customer service driven, collaborative environment.

Skills, Knowledge and/or Abilities Required:

- Skills to: provide clear and concise written documentation; analyze and problem-solve complex issues; provide exceptional customer service
- Knowledge of: K-12 school business processes and student information management functions including district, state, and federal reporting.
- Abilities to: maintain concentration for extended periods; produce accurate and effective on-time solutions in a dynamic environment with multiple priorities; prepare accurate records, reports, and documentation; present ideas in user-friendly language, to include text, charts, graphs, and screen shots. Effectively communicate technical concepts to non-technical audiences; effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job; organize time and other resources to handle multiple tasks simultaneously; prioritize time, projects, and resources to meet deadlines in a timely manner; periodically upgrade skill-based competencies to satisfactorily perform the functions of the job or to meet changing job conditions; travel in the district to a variety of locations inside school buildings and offices, including but not limited to office, classroom and lab environments.

Education Required:

Any combination equivalent to:

- High School diploma/GED/equivalent supplemented by two years of experience working with student management systems, database management, and/or state agencies.
- Three years experience working with users in a support and/or training environment and managing student data.
- Desired: Experience using MS Word, MS Excel, MS Power Point, Filemaker or MS Access, Synergy student information system and Data Warehouse databases in a public school system.

ESSENTIAL PHYSICAL REQUIREMENTS

- Significant physical abilities include: sitting for prolonged periods in a confined area; reaching/handling/manual dexterity to operate a computer keyboard, mouse, and other computer components; mobility to work in typical office setting and use standard office equipment; frequent near and far visual acuity with or without visual accommodation to read printed materials and computer screen or other monitoring devices; hearing/speech to communicate in person or over the telephone.
- Strength: Generally sedentary/light. Exerting up to 15 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects.
- Must be able to travel to schools within district.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Classified Instructions:

If you are a Classified employee you will click on the word "**Internal**", which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.

Apply at: <https://daviddouglas.schoolrecruiter.net>

External Applicant Instructions:

If you are an External Applicant applying for a position, you will complete the EXTERNAL TalentEd application. **Please see link above.**

David Douglas School District Drug Testing and Criminal Background check.

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.