

## **Belton Independent School District Job Description**

<b>Job Title:</b>	Application Systems Specialist	<b>FLSA Status:</b>	Non-exempt, 226 Days
<b>Reports to:</b>	Assistant Director of Technology	<b>Pay Grade:</b>	PR-2
<b>Dept./School:</b>	Technology	<b>Date Revised:</b>	12/03/21

### **Primary Purpose:**

Provide system administration, configuration, and user support for the district Student Information System (SIS) and the Business Information System. Support and train campus and district staff on the use of the SIS and Business Information System. Serve as a liaison between district and software vendor on application issues.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree with experience in Information Systems, Database Administration, or related field.

#### **Special Knowledge/Skills:**

Ability to problem solve complex issues  
Ability to interpret and analyze large amounts of data  
Ability to handle high levels of stress  
Strong organizational, communication, and interpersonal skills  
Ability to track and meet a variety of deadlines  
Ability to implement policy and procedures  
Strong skills with Excel, Word, Powerpoint, and Google Docs  
Knowledge of Public Education Information Management System (PEIMS)  
Knowledge of federal and state education law  
Knowledge of database design and database management  
In-depth knowledge of School student data preferred  
Working knowledge and experience SQL Database and Crystal Report Building

#### **Experience**

Three or more years System Admin experience, preferably in an education setting  
Experience with Skyward preferred

### **Major Responsibilities and Duties:**

1. Administer user security and maintain security profiles and groups within the SIS and Business Information System. Provide security reports as needed and comply with district security policies.
2. Create and maintain imports and exports in the SIS and business systems.
3. Create custom reports using Crystal Reports, data mining and SQL queries.
4. Provide electronic gradebook configuration and support to campuses. This includes teacher gradebooks, official posting of grades, transcripts (AAR), GPA/Rank configuration and processing, report card processing, etc.
5. Perform system analysis and provide possible solution options.
6. Lead and support annual "master schedule" efforts (secondary and elementary).

7. Lead and support annual “New Student Online Enrollment” (NSOE) and “Returning student online enrollment.”
8. Lead and support all “END OF YEAR” and “BEGINNING OF YEAR” processing and configuration in the district SIS.
9. Configure and support various elements to support PEIMS reporting.
10. Upload various data into systems SIS for employee, student, or parent access (testing results files, report cards, transcripts, registration documents, when necessary, etc.)
11. Lead in the support and training of SIS software for the district.
12. Provide analysis and mass update and verify accuracy of the “At-Risk” indicators that can be maintained using large datasets.
13. Provide support for students and parents using the SIS (Student/Family Access).
14. Disseminate information from the software vendor to other staff.
15. Analyze requests and provide ad hoc student data reports as requested.
16. Submit service calls to SIS and business system vendor as appropriate on behalf of district/campus staff.
17. Attend related user conference annually as well as other available training provided by the vendor.
18. Comply with policies established by federal and state law, State Board of Education rule, the Texas Education Agency and local board policy.
19. Maintain confidentiality of information.
20. Perform other duties as assigned.

**Supervisory Responsibilities:**

None specified.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (under 15 pounds)

**Environment:** Frequent district-wide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; cope with a workload that can be very heavy at certain times of the year

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Created: December 3, 2021

Prepared By: Belton ISD Human Resources Department