



INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Skyward Manager (SIS)

Exemption Status/Test: Exempt

Reports to: Ex. Director of PEIMS

Date Revised: 09/2019

Dept./School: PEIMS

Primary Purpose:

SIS Manager/Trainer will be responsible for managing all aspect of the district's Student Information System (Skyward), as well as providing ongoing support and training to district and campus staff.

Qualifications:

Education/Certification:

Bachelor's degree in education, management information systems, or equivalent required.

Special Knowledge/Skills:

Ability to detect, analyze, and solve technical problems

Strong organizational, communication, and interpersonal skills

Knowledge and experience using Skyward Student Information System required

Advanced proficiency in Microsoft Excel required

Demonstrated success in working as part of a complex team to meet and exceed goals aligned with strategic educational objectives

Excellent project management, planning, and implementation skills

Ability to manage multiple responsibilities simultaneously and adhere to strict deadlines

Commitment to producing consistently high-quality, detailed work

Ability to critically assess challenges and identify effective solutions

A record of setting and achieving ambitious goals

A results-oriented, goal-driven approach; works with a sense of urgency

Flexibility and ability to work in a fast-paced environment

Experience:

Experience in managing or using Skyward's Student Information Systems including master schedules and reporting.

Major Responsibilities and Duties:

1. Identify solutions to improve input, management, and utilization of the Student Information System (Skyward) for ILTexas schools.

2. Serve as an expert in responding to all Skyward-related inquiries from school-based staff members and other ILTexas staff.
3. Develop reports and presentations for a variety of internal and external audiences.
4. Input and audit data for reporting to the Texas Education Agency.
5. Support school data needs by:
 - Conducting periodic Skyward trainings on-site and online
 - Promoting the utilization of various database tools by school administrators
 - Managing database access permissions
 - Monitoring adherence to data input policies and procedures
 - Assisting schools with data input/cleaning during certain peak periods
6. Related work as needed by immediate supervisor.

Other

7. Other duties as assigned

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Computer and peripherals; standard office equipment

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

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is performed in an office setting; may require irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

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.

Reviewed by _____ Date _____

Received by _____ Date _____