

Job Description – Information Systems Administrator

Primary Function: Under the direction of the Executive Director of Technology and the Assistant Director of Technology, coordinates the District's secure use of data through application integration and administration of database systems. The position is responsible for the administration, configuration, security, and availability of the student information system.

Responsibilities/Duties:

- Manages the student information system (SIS)
- Acts as the primary point of contact between LTISD and SIS vendor to diagnose and resolve data or software related issues
- Serves as primary resource for district's information systems internally to district staff and users, and externally to outside vendors, contractors, or community when needed
- Leads the design, configuration, testing, and implementation of the student enrollment process and procedures in the SIS system (family access, master schedule, gradebook, report cards, etc.)
- Creates custom forms and workflows for online registration, returning students' information, transportation needs, etc. in the SIS
- Performs the annual move to grade processes at the completion of school year
- Runs reports and advises users how to monitor enrollment numbers for planning of staffing needs
- Creates data extracts and secure uploads from the SIS to various other online vendors and/or third party software
- Manages the secure data interchange between systems related to student information systems, such as, third party systems or applications (assessment, instructional, gradebook, attendance, library systems, etc.)
- Maintains accurate documentation regarding SIS functions, operating procedures, and the dissemination of updates to users
- Responsible for access and security setting and administration for staff/students/family members within the SIS and all of its dependent applications
- Responsible for data archival procedures and process of data recovery
- Trains other district staff as needed in access and use of database and information systems and provide necessary documentation
- Works closely with staff on implementations and operational priorities involving management of data
- Interfaces with administration and other district personnel to build reports, queries, and automated processes to effectively gather and integrate information
- Creates and administers databases as necessary
- Creates and administers forms, surveys, and other tools (typically web-based) to gather data when needed
- Works with technology staff to monitor performance of database systems and troubleshoot as necessary
- Participates in and at times leads regular meetings with key district groups regarding data, such as administrators, registrars, librarians, and technology staff
- Maintains design, configuration, and support documentation for database systems
- Assists in the development of data life cycles, and retains, archives, and purges data as necessary according to those life cycles

- Attends and participates in meetings, conferences, and seminars to be informed of new developments in managing information systems, especially in relation to state regulations governing student information and other state requirements
- Works collaboratively with all district staff

Other

- Compiles, maintains, and files all physical and computerized reports, records, and other documents as required
- Complies with policies established by federal and state law, State Board of Education rule, and local board policy
- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Highly skilled in the use of spreadsheets and data formats
- Database concepts and design
- Database management systems concepts
- Facilitation skills such as information system analysis and design, requirement analysis, and end user support
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Bachelor's degree in Computer Science, Business, or related field. Four years of work experience in information technology involving a combination of database administration, programming and development, and system administration. Prior work experience with information systems in a educational environment preferred, Structured Query Language and Microsoft SQL Server preferred. Skyward Qmlativ SIS experience preferred.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of

computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 225 work days. See current hiring pay grade on the Professional Compensation Plan.

Revised: 11/8/2021

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date