

Job Title: SIS (Student Information System) Tech

Supervisor: Business Services Administrator

Employment Terms: 12 Months

Salary Range: \$22.99 – \$29.83

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

Performs student information input and maintain student records in the student information software system. Uploads student data files to ADE (Arizona Department of Education). Verifies uploads for integrity issues and resolves to ensure accurate funding.

- Establish and maintain good rapport with employees and community.
- Collect, input, verify and validate all internal and external student attendance files, (external is collected from West-MEC’s member districts).
- Troubleshoot and resolve any data discrepancies before any uploads to the ADE.
- Verifies the integrity reports from ADE to ensure accurate reporting to ensure full funding.
- Assist in updating student data as requested.
- Provide assistance to employees regarding student attendance issues/ questions.
- Assist in the configuration, troubleshooting and maintenance of the district’s student information system.
- Support all ADM (Average Daily Membership) reporting and related tasks.
- Assist with upgrades and enhancements to the student information system.
- Run routine reports as requested by the SIS Coordinator or supervisor.
- Assist in the auditing of the student information system to report to the Internal Auditor and ensure compliance.
- Exercise judgement in dealing with confidential student information.
- Other job-related duties as assigned.

Knowledge and Skills:

- Knowledge of education practices, regulations and procedures related to student information systems.

- Skill in interpreting, understanding and applying relevant State, and district rules, regulations, and policies and procedures as it related to the student information system.
- Skill in troubleshooting discrepancies in student reporting activities.
- Skill in preparing detailed reports from the student information system.
- Demonstrated working knowledge in Microsoft Office products, i.e., EXCEL.
- Skill in verbal and written communication.
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district.

Qualifications:

High School Diploma, or G.E.D., experience in education and with student information systems to successfully perform the essential duties of the job such as those listed above. Prior student information systems experience is preferred.

Other Requirements:

- Must possess a current Arizona Driver's License.
- Must be able to pass fingerprint and background checks.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)