



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Student Information Systems and Enrollment Specialist	Department: Technology Department
Immediate Supervisor's Position Title: Director of Technology	FLSA Status: Non-Exempt Classification Level: Grade 14
Job Summary: Under the direction of the Director of Technology, the Student Information Systems and Enrollment Specialist provides district-wide support for the student information system, student registration, data extracts and reporting, and serves as a member of the Technology Department's technical support team. The Student Information Systems and Enrollment Specialist is responsible for determining enrollment eligibility and welcoming and guiding new families during the enrollment process.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates district management support, and training for the student information system and related data systems.
 - a) Manages student information system including installation of updates.
 - b) Manages staff, student, and family access to appropriate components of the student information system.
 - c) Provides student information system training for staff members.
 - d) Facilitates connection between the student information system and other district data systems.
 - e) Facilitates and maintains the connection between the SIS and other district data systems; i.e., LMS (Schoology), GSuite, online classroom management (Hapara), single sign-on (OmnID), and school store (SmartschoolK12).
- Facilitates district-wide student registration, including open enrollment and non-resident agreements.
 - a) Determines enrollment eligibility (i.e., guardianship, residency) and explains options to parents for enrollment.
 - b) Establishes procedures for families to obtain information about student enrollment. Manages new student registration process and resulting paperwork.
 - c) Provides advice and assistance in applying for services, scholarships, transportation, transfers, etc.
 - d) Guides parents when making enrollment decisions such as excluding student directory information.
 - e) Provides information regarding district requirements in the areas of immunization status and health concerns.
 - f) Assigns resident students to appropriate building based on grade level and home address and shares information with parents and students regarding the specific school that a student will attend.
 - g) Adds new students to the district's enrollment records and withdraws students when necessary.
 - h) Connects families to translation services when appropriate. Recognizes and alerts schools of possible ELL or specialized service needs.
 - i) Facilitates the open enrollment process for non-resident families and coordinates completion of agreements between districts.
 - j) Updates and maintains family information, addresses, contact phone numbers, family members, etc.
 - k) Processes portal requests and permissions (i.e., field trips, internet, military, electronic documents).
 - l) Assigns State identification numbers for new students attending the school district.
 - m) Assigns State identification numbers for preschool screening and for early learning scholarships.
 - n) Builds calendars in the student database.
- Serves as a member of the Technology Department's technical support team. Troubleshoots and provides technical assistance with the district SIS, LMS, and other SaaS (Hapara, OmnID) to district staff, students and parents. Resolves the problem or escalates to the appropriate technology resource. Provides "how-to" guidance to staff, students and parents.

- Manages new staff account set-up including establishment of email and single-sign in credentials prior to new employee orientation. Adds new employees to the online staff directory and maintains directory to ensure up-to-date.
- Serves in a back-up role in the collection, recording, and reporting for Minnesota MARSS data for all district students.
- Performs other duties of a comparable level or type, as required. Attends training sessions, district in-services or staff meetings. Assists in special projects, as appropriate.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>	
<p>Minimum Educational and Experience: Requires a minimum of an Associate’s Degree in a related field and a minimum of three (3) years directly related experience or an equivalent combination of education/experience necessary to perform the requirements of the work.</p>	
<p>LICENSE/ CERTIFICATION</p>	<p>Identify licenses/certification required upon hiring: Infinite Campus Student Information System product knowledge preferred.</p>
<p>ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Knowledge of the various departmental functions, district organization, and student data needs and student reporting requirements and timelines. • Knowledge of governmental reporting requirements, guidelines, regulations and procedures associated with the reporting of student information or other state/federal reports related to student information. • Knowledge of the functions, capabilities, and applications associated with student information systems and the district’s Infinite Campus System and/or other specialized/custom applications used by the district of relevance. • Knowledge in the administration and use of Infinite Campus. • Knowledge of Microsoft Word Products including Word, Excel, PowerPoint, and Publisher and Google Docs. Fundamentals of computer networking and connectivity. • Knowledge of hardware components, their operations and functions, and procedures for troubleshooting problems and conflicts. <p>Skilled in:</p> <ul style="list-style-type: none"> • Performing exemplary customer service for both internal customers (i.e., ISD 110 employees, students) and external customers (i.e., parents, community stakeholders, other school districts). • Maintaining a personable and enthusiastic demeanor while performing job duties. • Communication skills to collaborate with all levels of district staff in the planning, integration, verification and support of technology and compilation of student information throughout the district. • Extracting and preparing ad hoc reports requested by district administrators pertaining to requests for student information. • Operating and using computers, specialized district software/applications (i.e., Infinite Campus, Skyward, etc.), and general business productivity applications (i.e., word processing, spreadsheet, email, internet browsers, etc.). • Providing user support to district users of the student information system concerning system requirements, input needs, data entry requirements, and reporting

requirements/guidelines.

- Coordinating the entry and compiling of student information and in the generation of student reporting within the district and to other governmental agencies.
- Performing duties requiring significant attention to detail, accuracy and precision and prioritizing work to meet deadlines.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

This position performs job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
	0
TOTAL	

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
	0

SECTION IV: CLASSIFICATION HISTORY

Classification History:

Description created by ISD 110 Human Resources 3.2020.