|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | INFINITE CAMPUS SYSTEM SPECIALIST |
| **REPORTS TO** | DIRECTOR OF FAMILY CARETAKING (DPP) |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7863 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| Any combination equivalent to: two years college-level course work in information technology, computer information science or related field or two years increasingly responsible helpdesk support. Anyone hired before July 2018 is exempt from this requirement. |

|  |
| --- |
| **POSITION SUMMARY** |
| To perform complex and responsible duties requiring knowledge of student information system (SIS) and pupil personnel services; to provide training and work direction to attendance clerks, registrars and other personnel as required. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| In support of pupil personnel services, oversee and ensure monthly attendance processes from the schools and the DPP Office staff are completed to meet state guidelines; compile annual district-wide attendance reports from all schools and aid instruction to attendance clerks whose registers are in questionable order. |
| Advise/Collaborate with other district personnel to provide technical assistance when targeting graduation requirements and other pre and post-graduation opportunities. |
| Support auditing and processing of enrollment, attendance, and transfer records as necessary to assure compliance with applicable laws and sound principles of student personnel record keeping. |
| In support of pupil personnel services, serve as a liaison between the schools, the parents, the courts, community agencies and police authorities. |
| Prepare state and local reports in the area of SIS data. |
| Manage the SIS database and provide ongoing support and training opportunities for all other staff members who use the database. |
| Serve as the central office contact for local schools, KDE, Directors of Instruction and other entities as required; provide these groups with data management support. |
| Lead the One Call Now system by providing training and technical support to district staff. |
| Perform all other duties consistent with the position. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Ability to perform as a leader to staff to provide ongoing SIS support and training opportunities. |
| Ability to create systems that support the work with data collection and analysis. |
| Ability to connect and partner closely with the Nelson County Community. |
| Ability to build relationships, build training programs for staff, and assist in data collection and report running in multiple areas |
| Ability to strategically plan in collaboration with others towards the NCS District Mission |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Work is performed while standing or sitting. |
| Must have an adequate range of motion in the upper extremities. |
| Requires the ability to communicate effectively using speech, vision and hearing. |