KCSD
Kenton County School District | *It's about ALL kids.*

THE KENTON COUNTY BOARD OF EDUCATION
1055 EATON DRIVE, FORT WRIGHT, KENTUCKY 41017
TELEPHONE: **(859) 344-8888** / FAX: **(859) 344-1531**
WEBSITE: **www.kenton.kyschools.us**
Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:
09/25/2020

AGENDA ITEM (ACTION ITEM):
Consider/Approve the revision of the "Student Information System Specialist" job description.

APPLICABLE BOARD POLICY:
01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:
After a standard review of the job description for the position of "Student Information System Specialist", the Student Engagement and Human Resources departments recommend revisions to the job description to more accurately reflect job qualifications and incorporate standard language found in District job descriptions.

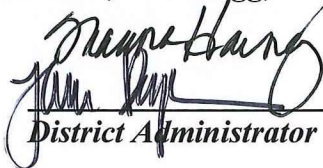**FISCAL/BUDGETARY IMPACT:**
No fiscal impact.

RECOMMENDATION:
It is recommended the Board approve the revision of the "Student Information System Specialist" job description..

CONTACT PERSON:
Tara Drysdale, Assistant Superintendent; Matt Rigg, Executive Director of Human Resources

_____   _____   _____
Principal   *District Administrator*   *Superintendent*

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

TITLE: Student Information System Specialist

QUALIFICATIONS:
- High School Diploma or GED Certificate or demonstrated progress toward obtaining a G.E.D., as required by law
- ~~Typing Skills; Computer Skills; Word Processing; Spread Sheet Applications and additional technological knowledge as the Board may find appropriate and acceptable~~
- Demonstrated knowledge of, and ability to use, standard office software such as word processing, spreadsheet, record-keeping, e-mail and Internet-based software and standard office hardware such as computers, scanners and copiers
- Demonstrated ability to communicate effectively with students, staff, parents and the community
- Exceptional communication and interpersonal skills
- Exhibit sound critical thinking and problem-solving skills
- Demonstrated ability to work with, and protect, confidential information

REPORTS TO: ~~Assistant Superintendent, Executive Director,~~ Director of Pupil Personnel or designee

SUPERVISES: None

JOB GOAL: To assist the ~~Director of Behavior Support and Student Engagement~~ Director of Pupil Personnel in assuring the smooth and efficient process of data gathering, analysis and dissemination of all computerized and printed student record keeping information, both inside the school district and to the Kentucky Department of Education

PERFORMANCE RESPONSIBILITIES:
1. Oversees the daily district-wide operation of current Kentucky Student Information System (KSIS)
2. Works with building principals and staffs to ensure the efficient, accurate and ongoing collection of data related to the KSIS
3. Ensures the ongoing daily compilation of school level information, district-wide verification and analysis of same, and timely and accurate dissemination to the state
4. Works with district staff to ensure the accurate completion, audit and annual storage of relevant school and district printed and electronic reports related to state reporting
5. Provides district-wide and individual training to employees for any issues related to KSIS operations
6. Works with the ~~Director of Behavior Support and Student Engagement~~ Director of Pupil Personnel to ensure that all related software and associated school procedures are updated throughout the district in an ongoing and timely way
7. Ensures the completion and filing of all KDE and district required reports based on data collected in the KSIS
8. Oversees the District census of private school students including home school, parochial, and any other private schools
9. Responds to procedural questions of school personnel as to the proper course of action to solve problems in the KSIS
10. Provides data related to boundary changes, population reports and student membership projections
11. Serves as a liaison with KDE concerning KSIS development and future use
12. Attends and/or presides over all required meetings and other meetings as the supervisor designates
13. Maintains regular attendance

14. Keeps current with all related educational developments and practices
15. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:
- Days per fiscal year: 230
- Salary Schedule: G14 on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:
Performance of the position will be evaluated by an Assistant Superintendent, Executive Director, the Director of Pupil Personnel or designee

APPROVED: 04/23/2007

REVISED: 05/20/2015, 06/01/2015, 06/14/2018