POSTING #: CLAS 26 – 01

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE FOR THE 2025-2026 SCHOOL YEAR
February 26, 2025

POSITION:	**Student Information Support & Data Specialist**
LOCATION:	**Instructional Technology Center**
HOURS:	**8 Hours Per Day (7:00am – 3:30pm)**
DAYS:	**260 Days Per Year (July – June)**
SALARY:	**$29.86 - $41.33 Per Hour (Range K)**
BENEFITS:	**PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.**
START DATE:	**July 1, 2025**
APPLICATION DEADLINE:	**Open until filled**

JOB PURPOSE STATEMENT(S): The position of Student Information System Support & Data Specialist is to provide support and training for the end users of student information and demographic data; support the senior student information support & data specialist to maintain student data systems and data integrity; provide training for staff and develop reference materials; and support the data entry needs for multiple reports to state and federal agencies requiring student data.

ESSENTIAL JOB FUNCTIONS:

- Identify, diagnose, and resolve problems for users of the Student Information System (SIS).
- Monitor, identify and prioritize SIS questions submitted within the IT ticketing system.
- Provide one-on-one end-user SIS problem resolution over the phone, e-mail, or remotely as needed.
- Respond to problems, referring more complex problems to appropriate higher-level internal personnel and/or to the Cascade Technology Alliance (CTA) helpdesk.
- Attend data system meetings when required at local Educational Service Districts.
- Assist in creating SIS reference materials (e.g. quick reference guides and protocols) for dissemination to end-users including, but not limited to, registrars, secretaries, and teachers.
- Assist with maintaining SIS data integrity by running exports to identify potential errors.
- Assist with system maintenance by running regular system processes daily, weekly or monthly, as needed. Maintains and adheres to the schedule for these system responsibilities.
- Assist in performing basic SIS setup for schools before the start of the new school year. Assist district staff to facilitate the New Year Rollover and Year-End Transition.
- Assist in the delivery of SIS training to new employees and existing employees including, but not limited to, professional development for a large group, small group, and drop-in settings.
- Assist district staff on-site with detailed problems as needed.
- Perform basic data queries and respond to K-12 data inquiries from staff and/or outside partner agencies.
- Grant SIS access to end-users with the appropriate level of system security. Reset passwords as needed.
- Maintain the integrity of confidential information relating to students, staff, or district.
- Export data from SIS to generate custom reports and for importing into web-based programs.
- Assist in managing the SIS and training.

OTHER JOB FUNCTIONS:

- Serve as a member of the District Data Team.
- Move and validate information accurately between data systems and provide the requested information through files and reports.
- Use data analysis/mining tools to analyze, research, report, extract, and modify data as needed including Data Warehouse, Synergy, SIS, ODE, Assessment Warehouse, OAKS Online reporting, ODE Consolidated Collections, and district databases.
- Assist in the management of SIS data from multiple sources including internal, external, and third-party data, when necessary.
- Assist in the management of user accounts (including outside agency personnel) and access privileges for the SIS and Data Warehouse for the purpose of providing data security.
- Support the development of queries and scripts for the purpose of providing specific student data.
- Support the development of mail merge documentation in SIS systems.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Participate in a teamwork environment with positivity and professionalism.
- Maintain regular and consistent attendance and punctuality.
- Confer regularly with immediate supervisor, or designee, and work under the direction of licensed staff.

- Follow all district policies, work procedures, and reasonable requests by proper authority.
- Travel to schools within the district.
- After-hours support may be required to provide occasional after-hours support (weekends and evenings) as needed.
- Perform other duties as assigned.

REQUIREMENTS – QUALIFICATIONS:
- **Experience Required:** At least two (2) years' prior experience in the use of databases and student information systems (Synergy SIS/SE). Experience using Microsoft Excel. Experience with the use, preservation, and safeguarding of confidential student records and information. Exceptional time management skills, including a demonstrated ability to coordinate multiple projects simultaneously.
- **Skills, Knowledge and/or Abilities Required:**

  Skills to manage software applications, including exporting data and creating reports. Excellent organization skills. Strong interpersonal, written, and verbal communication skills.

  Ability to work with minimal supervision, communicate, and work efficiently with staff. Read and comprehend simple instructions, short correspondence, and memorandums. Work with attention to detail. Willingness to learn and adapt to new systems and procedures. Work cooperatively as a team member. Focus, organize and prioritize tasks and projects.

  Ability to speak a second language preferred.

Education Required: High school diploma or equivalent. Formal computer and software based training preferred.

Licenses, Bonding, and/or Testing Required: Valid driver's license and evidence of insurability, Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

APPLICATION PROCEDURE:
All applicants, including current employees, are required to apply through PowerSchool Applicant Tracking.

External Applicants:
- Apply through PowerSchool Applicant Tracking.

Internal Applicants (Current Employees):
- Apply through PowerSchool Applicant Tracking by clicking on "Internal" in the upper right hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, contact:
Frank Decker, Technology Director
Email: frank_decker@csd28j.org

For questions about applying, contact:
Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org