

INFORMATION SYSTEM SPECIALIST

JOB SUMMARY

To maintain accuracy in Student Information Systems.

QUALIFICATIONS

- Bachelor's Degree with job experience in a computer related field
- Reliable transportation for brief travel between schools and central office
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Schools
- Maintain a thorough knowledge of the SSMS management program for the district
- Ensure the quality, accuracy, and timeliness of the data entry required in all aspects of the Tennessee Department of Education statewide student management program SSMS (STAR Student and Easy IEP)
- Troubleshoot errors related to STAR student
- Act as a STAR liaison with the Special Education Department in the use of the Easy IEP process
- Interpret and correct EIS errors to enable correct transmissions for reporting in relation to ADM
- Use of Excel and SQL as a means of creating databases and reports
- Assist in maintaining accurate technology inventory
- Train school staff in proper entry of SSMS data and provide on-going support in the proper use of Student Information Systems
- Generate data relating to student scheduling and grade reporting
- Assist Instructional Technology Coordinator in managing grade portal in STAR
- Analyze data from a variety of sources
- Generate tracking systems for specific target groups as a support for student learning
- Generate all data reports needed for system projects as may be requested by Central Office personnel, school personnel, and/or the Tennessee Department of Education
- Coordinate student information data between instructional software vendors and school system
- Maintain knowledge of current upgrades to all data software programs
- Perform other duties as assigned by the Director of Schools