

# Director I, Student Information Systems (SIS)

## Position Details

Job Code: U7100

Reference Code: A540

Division/Unit: Technology and Information System Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for the systems that maintain archived records for former students. The Director provides leadership and supervises a full range of records activities including but not limited to enrollment, Online Registration, enrollment verification, and maintenance of SIS for records. The person selected for this position will be directly responsible to the Director IV, SIS, Technology and Information System Services (TISS) Division, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs the design and delivery of training resource creation and help desk support for all school administrators and appropriate support professional personnel in the legal ramifications, Clark County School District policies, and regulations, as well as school-based accounting protocols for student accounting, attendance accounting, attendance audits, online registration, census/household management, and period schedules.

2. Coordinates the development of business rules for Census and Household Management and Online Registration.
  3. Establishes and maintains administrative relationships with all school levels, including: elementary, middle schools, high schools, adult schools, alternative schools, special schools, and charter schools.
  4. Interprets and analyzes federal and state laws and District policies and regulations as they pertain to questions about the release, reporting, and use of student information.
  5. Articulates effective practices for both elementary and secondary school-based processing of electronic cumulative folder documents, electronic special education (confidential) records, attendance records, registration, and withdrawal processes.
  6. Coordinates the development and implementation of effective record transfer processes between all schools within the District, charter schools, out-of-district K–12 institutions, and the Student Record Services Department.
  7. Establishes effective and lawful procedures for the production of educational records under subpoena.
  8. Supervises support professional personnel in the collection, processing, maintenance, and provision of permanent academic and special education (confidential) records in accordance with federal, state, and District legal requirements including, creating legally sufficient responses to subpoenas and testifying in a court of law.
  9. Works collaboratively with District personnel, the Nevada Department of Education (NDE), other school districts, and the vendor responsible for the system used to request and maintain student academic and special education (confidential) records.
  10. Participates in Data Governance efforts as a business owner of many domains of student data.
  11. Coordinates, trains, and evaluates assigned staff.
  12. Serves as a custodian of records for former students.
  13. Establishes a system to request and maintain student academic and special education (confidential) records.
  14. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Must demonstrate excellent customer service and professional skills and business acumen.

2. Ability to work independently directing multiple staff members and programs without close supervision.
  3. Knowledge of federal and state law to include the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Individuals with Disabilities Education Act (IDEA), Elementary and Secondary Education Act (ESEA), Nevada Administrative Code (NAC), and Nevada Revised Statutes (NRS).
  4. Knowledge of state and District policies, regulations, and guidelines – Accountability, Attendance, Enrollment, and Withdrawal.
  5. Knowledge of school, administrator, and teacher processes, procedures, timelines, functions, and roles in order to provide appropriate support.
  6. Ability to communicate orally and in writing in a concise and effective manner with diverse groups, organizations, and entities within and outside of the District.
  7. Ability to explain complex educational issues and challenges in a manner understandable to the public and legislature.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District. A Bachelor's degree plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the Master's degree requirement.

### **Licenses and Certifications**

None specified.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Experience using relevant technology including sophisticated graphing, visualization, and presentation software, enterprise database programs, statistical packages training resource creation software, and districtwide information management systems.
3. Experience designing, facilitating, and evaluating professional learning.
4. Experience in utilizing computers and technology effectively in the performance of assigned duties and responsibilities related to the SIS or document management.

## **Preferred Qualifications**

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K–12 public or private school or including at least two (2) years' experience as a contracted administrator in a related position.
2. Demonstrate experience in Structured Query Language (SQL) to access student data, including the use of ad hoc reporting in the SIS.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 02/10/23
- Created: 04/27/06