![CCSD Clark County School District logo]

Student Information System Specialist

Position Details

Class Code: 1448
Job Family: Administrative/Clerical/Secretarial
Classification: Support Professional
Terms of Employment: Pay Grade 51 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, troubleshoots, analyzes, and assists in maintaining enrollment/attendance data; corrects corrupt student records and history files through a statewide reporting system.

Essential Duties and Responsibilities

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

1. Assists in identifying/resolving data integrity and user support issues in the Clark County School District's Student Information System (SIS). Works alongside the SIS team, Help Desk, Central Information Systems (CIS), Employee Business Training Department, User Support Services, System of Accountability Information in Nevada (SAIN), and related staff, administrators, consultants, and vendors.
2. Analyzes and validates existing SIS data.
3. Documents business rules of SIS data elements for data governance and error checking query purposes.
4. Develops/provides training materials and other documentation for program users related to SIS data validation, including data elements required for submission to

Nevada Department of Education (NDE) per the Nevada Revised Statutes (NRS).

5. Assists in developing feedback reports for school, department, and performance zone use to verify data integrity before submission to NDE through SAIN.
6. Generates specialized and enterprise-wide reports using structured query language (SQL).
7. Analyzes and assists in diagnosing user desktop problems related to transcript, enrollment, and attendance issues/discrepancies.
8. Assists in conducting program/system testing and debugging; evaluates test results; executes plans that encompass isolated or system-wide requirements for continual version upgrades/revisions required by the SIS vendor.
9. Assists other departments, consultants, and vendors in testing/evaluating vendor-supplied software to determine compatibility with existing systems; provides technical support and troubleshooting.
10. Analyzes, reviews, and assists programmers in rewriting programs to increase operating efficiency and adapting programs to new requirements.
11. Analyzes/evaluates recurring data integrity issues; makes recommendations and takes corrective action, or seeks assistance from systems programmers; works to proactively address data integrity issues.
12. Maintains inactive student archive, including transcript corrections, dropout cancellation, and enrollment history correction; corrects identified data corruption impeding the District's ability to accurately report numbers to schools, departments, and the state (i.e., dropout reports, graduation rates, special programs participation, etc.)
13. Participates in team projects that enhance support quality/efficiency.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves independent research, analysis, problem resolution, and technical support for the District's SIS users at the school, department, performance zone, District, and state levels.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of personal computers, networking/operating systems, data communications, and software applications (including commercial information/data processing software and programming languages.)
2. Knowledge of database structure, design, and file relation.
3. Ability to conduct research, analyze, and track problems to final solution.
4. Ability to troubleshoot computer and network hardware/software malfunctions.
5. Ability to apply technical knowledge towards problem-solving.
6. Ability to translate caller comments into technical computer terms.
7. Ability to communicate clearly, verbally and in writing.
8. Ability to prepare clear, concise reports, documentation, and other written materials; maintains organized, accurate records; assists in developing training materials/programs.
9. Ability to plan, prioritize, coordinate, and organize work.
10. Ability to ensure and maintain integrity/confidentiality of information.
11. Ability to meet predetermined deadlines and shift to new tasks as priorities change.
12. Ability to work flexible hours or shifts.
13. Ability to judge when to act independently and when to refer situations to a supervisor.
14. Ability to work cooperatively with employees, consultants, and vendors.
15. Ability to recognize/report hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two years of college, including courses in computer science; plus, two (2) years' experience in microcomputer systems support, including data communications, micro to micro, programming (as it relates to writing queries that correct/change data, understanding programming concepts, creating reports in other database languages, etc.), end-user training/support, and database-systems experience, or;

Four (4) years' experience as described above.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. Transcript(s) from an accredited college/university, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District Student Record Services.

Work Environment

Strength

Sedentary/medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, scanners, copiers, telephones, fax machines, etc.

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, 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: 07/17/23
- Created: 02/06/03