POSITION DESCRIPTION

TITLE: Student System Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Manager, Student Information Systems
DEPARTMENT: Student Services

SUMMARY STATEMENT:
Under the supervision of the Manager of Student Information Systems, the Student System Coordinator will provide primary user support on the student system, performing duties that require independent judgment and knowledge of District, departmental, and systems procedures.

ESSENTIAL FUNCTIONS:
1. Provide user support on the student system by analyzing user needs and making recommendations to administrators on the use of the system.
2. Communicate effectively with district staff and the general public in person, by telephone, via E-mail, and in writing.
3. Assist with training needs by developing and producing training materials and arrange for training of administrators and school staff on the student information systems.
4. Coordinate and assist district staff in the use of the student information systems for all needs, including but not limited to, maintenance of student records, enrollment of students, student demographic information, faculty information, course master and student scheduling, grade collection for progress reporting and transcripts, graduation requirements, recording attendance and discipline incidents, special education and program enrollment, meal purchases and payments, and the creation of database reports.
5. Maintain and distribute user information provided by Washington School Information Processing Cooperative (WSIPC) and Office of Superintendent of Public Instruction (OSPI) produce various training materials as needed.
6. Set time lines and schedules for the District's student system related processes and reporting as necessary.
7. Review, assign, and update appropriate user security to Skyward Student Management and related systems following the district’s security policies and procedures, as well as serve as a district representative in the role of OSPI EDS District Data Security Manager.
8. Coordinate the interchange of information between personal computer applications and the student information system, as well as between the student information system and external processes, including third party vendors, utilizing the student information system data in collaboration with district staff.
9. Maintain an up-to-date understanding of the overall operation of the district technology, including all standard software applications used by the District and a working knowledge of hardware in order to troubleshoot issues and provide support in keeping the student information systems operational including troubleshooting system slowness issues.
10. Travel to the Washington School Information Processing Cooperative (WSIPC) for meetings and trainings, and from District site to District site to provide training as necessary.
11. Monitor state and federal reporting requirements and processes to provide information, timelines, and training for district staff.
   Assist in interpreting what data is needed for reporting requirements for the purpose of recommending options to optimize the use of the student information systems.
12. Ensure accuracy of all student information systems data and work with building staff, Special Education, Federal Programs, CTE and other departments to ensure accurate transfer of information to state and federal agencies.
14. Assist management in the development of security policies and procedures as it relates to the student information systems.
15. Research and perform system data and program restores as needed to correct errors and corruption done by users, processes and technical issues.
16. Research, configure and develop training materials and provide training for new applications in or related to the student information systems.
17. Assist management in the development of district policies and procedures in reference to the student information systems.

OTHER RESPONSIBILITIES:
Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Sitting (66-100%)</th>
<th>Walking (66-100%)</th>
<th>Stooping (33-66%)</th>
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<tbody>
<tr>
<td>Writing (33-66%)</td>
<td>Hearing (66-100%)</td>
<td>Speaking (66-100%)</td>
</tr>
<tr>
<td>Standing (66-100%)</td>
<td>Bending (33-66%)</td>
<td>Driving (33-66%)</td>
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MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Written Communication (33-66%)  Reading (66-100%)
Detailed Work (66-100%)  Analysis (66-100%)  Customer Contact (66-100%)
Constant Interruptions (66-100%)  Math (Up to 33%)  Confidentiality (66-100%)
Multiple Concurrent Tasks (66-100%)  Problem Solving (66-100%)  Training (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, telephone, scanner, computer software, various audiovisual equipment, copy machine, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required).
1. Keyboarding of 50 wpm.
2. A minimum of two years of education/experience in a data processing environment.
3. Two years of experience with school district student records preferred.
4. Working knowledge of generally accepted computer database and software functions.
5. Demonstrated ability to operate a computer using a Windows environment, including Word, Excel, Outlook and familiarity with the Internet.
6. Demonstrated ability to communicate effectively with students, staff, and the general public.
7. Demonstrated ability to handle multiple priorities at one time.
8. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
9. Demonstrated training skills.
10. Demonstrated organizational skills and a commitment to follow through.
11. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
12. Must possess personal characteristics of flexibility, cooperativeness, and confidentiality.
13. Demonstrated ability to work independently with a minimum of supervision.
14. Ability and willingness to travel to the Seattle area and from District site to District site.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
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260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: ____________

District: _________________________  Date: ____________

Revised Date: 09/01/2019
Classification: Professional Technicians (PSE)
Class: Class IX
Display of Web? Yes

Student System Coordinator