

WENTZVILLE R-IV SCHOOL DISTRICT
Position Description
Locator: 9.06

Position Title: District Student Information System Technician
Reports to: Director of Technology

SUMMARY

This person will be responsible for the maintenance and integrity of the student management system while providing end-users assistance and training in the use of the system.

QUALIFICATIONS/REQUIREMENTS

The technician shall have earned a high school diploma or its equivalent. The person will have a high level of knowledge and competence regarding all aspects of the District student management system. This person will maintain a high level of confidentiality relating to student records and information. This position requires effective writing, verbal and computer skills to clearly communicate the aspects of the student management system. Skills include ability to work in spreadsheets, perform data exports/imports, and knowledge of personal computer operations.

ESSENTIAL JOB DUTIES

- Performs tasks associated with the operations of the student management system.
- Facilitates necessary information in relation to the student management system to appropriate building and department levels.
- Provides guidance for appropriate staff at the building level responsible for maintaining the student management system.
- Responsible for administering District-wide updates, additions and changes to the student management system.
- Creates and maintains District accounts and permissions to the student management system.
- Works with necessary departments and schools to provide timely and accurate district, state and federal student data reporting.
- Provides requested data reports for Director of Technology or Central Office administrators.
- Performs necessary training for end-users in the operation of the student management system.
- Manages and trains the building-level student data managers in all the buildings and schools.
- Coordinates meetings of the building-level student data managers.
- Maintains confidential nature of all school related matters.

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OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Technology or designated administrator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy. This is a 12-month work year position.

EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support staff personnel.