

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Student Information System Coordinator      Department: Technology**

<b>Grade</b>	<b>H</b>
<b>H.P.D.</b>	<b>8</b>
<b>D.P.Y.</b>	<b>260</b>

**Date Reviewed: July 2010**

**Reports To: Chief Technology Officer**

**Purpose of Job:**

This position will coordinate Student Information System activities between the schools, Instruction Department and Technology Department.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Be knowledgeable of the Student Information System, both the current level and upcoming revisions.

Test/troubleshoots Student Information System program updates and new reports for errors.

Completes analysis and assessment of requested modifications to existing Student Information System. Maintains a working relationship with the internal programmers as well as vendors to implement any such modifications.

Assists in accessing the need and designing special forms or documents for use with the Student Information System.

Maintains a knowledge of various computer software programs that share data, whether through import/export or updating of information from one system to another.

Answer inquiries and give assistance concerning the Student Information System, including serving as a liaison between the schools and the software vendor to resolve problems.

Compiles data and provides reports to district users, the state and other agencies as required.

Communicates and assists school personnel in correcting errors within the Student Information System.

Facilitates implementation of new software packages through training and support.

Trains new employees in the correct use of the Student Information System.

Knowledge of computerized office products to include, but not limited to, such programs as word processing, spreadsheets(to include charts and graphs), and presentation software. Should have ability to assist school office personnel with the proper use of these products, when assistance is needed to obtain accurate data.

**Additional Job Functions:**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

A bachelor degree in Business Administration or in a related field with 2 years of office administration. Additional years of qualifying experience may be substituted for each year of the college requirement. Functional knowledge of an enterprise software system.

**Knowledge of Job**

Has general knowledge of the policies, procedures, and activities of the School System and Technology practices as they pertain to the performance of duties relating to the job of Student Information Systems Coordinator. Has comprehensive knowledge of Student Information Systems (SIS) to include Chancery Software's MacSchool and SMS as well as the current Pearson's Powerschool products. Knows how to produce reports from the SIS, and is knowledgeable in the day to day usage of the SIS and is capable of assisting other school personnel in problem resolutions. Knows how to train new school personnel in the proper use of the SIS.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Student Information System Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Student Information System Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Student Information System Coordinator.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**