

O'Fallon Community Consolidated School District 90

Job Description

Job Title:	Information Systems Manager	Position Level:	District Wide
Location/Dept:	Technology Department	FLSA Status:	Exempt
Reports To:	Technology Coordinator	Date Prepared:	July 2014

Description:

Under general supervision, performs a variety of complex technical and computer support functions for the student information system at the district level. Work involves utilizing specialized computer-driven file maintenance, word processing and spreadsheet programs which are part of the student information system to develop and maintain records of student data (attendance, class schedules, grades, demographic statistics, immunizations, etc.). Work at this level requires a substantial knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system in order to support school operations and to generate federal, state, and local electronic files and reports effectively. The employee is also responsible for coordinating the district website so that a consistent web presence is maintained across all school web pages.

Performance Responsibilities:

- Provides technical support to teachers, staff, and administrators in the use of the electronic Student Information System software.
- Provides data reporting to all levels of O'Fallon School District 90 administration.
- Acts as a liaison between the district office and the building level secretaries to resolve issues with reports.
- Provides the extensive reporting required by the State through IWAS.
- Protects integrity of information for accurate statistical and informational data.
- Performs New Year rollover procedures at the District and school levels.
- Prepares and maintains other computer databases pertaining to student records, activities and demographic information.
- Assists with training teachers and staff how to utilize the district website, which includes the creation of training materials and tutorials.
- Coordinates the layout of information presented on the district website to maintain a consistent web presence across all school web pages.
- Other related duties as assigned by the Technology Coordinator.

Qualifications:

- Strong knowledge of Skyward Student Management software required.
- Working knowledge of Microsoft Office suite.
- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must have ability to establish and maintain effective working relationships with staff and the school community.
- Must have the ability to perform several tasks simultaneously.
- Must have the ability to speak clearly and concisely both in oral and written communication.

Minimum Requirements:

Graduation from high school and at least 3 years of experience in an automated office or systems environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.