

**CLASSIFICATION TITLE: Student Information Systems Manager**

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Manage and maintain student information systems for Sutter County Superintendent of Schools; input and manage data as required by California Department of Education in statewide longitudinal databases; maintain local server software to record student enrollment and attendance and other information required by local and state laws and regulations.

**DIRECTLY RESPONSIBLE TO:**

Under the immediate supervision of the Director of Information Technology

**SUPERVISION OVER: None**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Manage and Maintain Student Information Systems

Maintains and manages local Student Information Systems (SIS) (Aeries) and California Longitudinal Pupil Achievement Data System (CALPADS) and other comprehensive student databases for use in or preparation of a variety of specialized local, federal, and state required reports; Manages backups of student data; Creates and maintains user accounts and permissions; Manages teacher and public SIS public interfaces; Performs updates on server and client software; Trains users and acts as primary point of contact for County with vendors, state agencies and districts/LEAs; Coordinates with state and local agencies on SIS matters; Runs reports, queries, etc. and coordinates with Director of Information Technology as required.

Other

Attends required student information and relevant meetings and trainings; attends Aeries Conferences and other trainings and management meetings as needed. Assists with other office systems (e.g., phone system, satellite, door security system, etc.); as required, assists users with technical issues; and provides "Help Desk" assistance.

**MINIMUM QUALIFICATIONS**

Education, Training and Experience:

Degree with emphasis on database/data processing or management information systems; OR, experience with student information systems management required.; Experience with Aeries Student Information Systems software preferred;

License of Certificate

Possession of, or ability to obtain a valid California driver's license.

Knowledge of:

Principles and procedures of computer and server database systems; Requires experience with systems and applications, including data base tools; Problem solving, scheduling and analytical skills; Sufficient communication skills to conduct individual instruction, technical assistance, and apply understandable lines of questioning when trying to understand program needs or problems; PC and operating systems and software; and knowledge of Microsoft SQL.

Ability to:

Analyze multiple job requirements and equipment capabilities and schedule jobs for optimum efficiency in a multi-programming environment; respond to emergencies caused by hardware malfunctions, software and applications programs, employee absences and other problems; operate all types of computers and associated peripheral devices; work independently; follow complex written and verbal instructions;

communicate effectively, both orally and in writing; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.