



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Systems Administrator Data – Student Services

Pay Grade: 205

Reports To: Manager of SIS/PEIMS

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

Provide quality and timely student data services to the district, schools, and other assigned departments. Analyzes, develops, and enhances computer systems applications and processes to fulfill District needs related to student information. Facilitates the automated collection, management, manipulation, and distribution of data used for analysis. Supports all aspects of the district's Student Information Systems (SIS), including but not limited to enrollment, registration, attendance, discipline, scheduling, report cards, transcripts, and PEIMS reporting. Performs database administration, and maintenance, and verifies data integrity. Tests, evaluates, researches, and develops processes and support for District core and enterprise applications. Provides training, support, and develops end-user SIS application guides.

Qualifications:

Education/Certification/Requirements:

- Associate degree or 60 College Credit Hours, with 4 years' experience with emphasis in system analysis, database management, applications, and operating systems
- Or 3 years' experience with Student Information Software and/or PEIMS
- Valid driver's license

Special Knowledge/Skills:

- Knowledge of local, state, and federal requirements for data reporting and ability to interpret new reporting requirements,
- Demonstrated knowledge and experience in Microsoft Office products, particularly Excel, Access, Word, Power Point, One Note, and Share Point.
- Demonstrated ability in system analysis and configuration, and project management
- Evident focus on customer service initiatives, rigor and discipline, teamwork, collaboration, staff development and training
- Analytical skills in system analysis, design and problem-solving
- Demonstrates an attitude of quality service, professional image, and high level of diplomacy in working with all personnel.
- Team player with ability to collaborate with diverse individuals at all levels of the district and with cross-functional teams
- Demonstrated skill in project management, staff development, organization, and planning
- Ability to clearly define, communicate and validate business and technical requirements
- Able to perform well under stress and respond to multiple priorities in an appropriate and timely manner
- Excellent written and verbal communication and presentation skills, with the ability to make technical issues understandable to a wide-ranging audience

ADOPTED: 5-9-00

AMENDED: 7-11-01, 3-26-04, 4-15-05, 4-20-05, 6-15-05, 7-20-05,
7-27-05, 9-21-05, 9-26-05, 3-3-06, 3-22-06, 12-16-08, 5-30-13
5-30-13, 11-14-13, 3-19-14, 8-13-15, 10-5-16, 10-23-17, 5-19-2020, 09-18-2024

Systems Administrator – Data

- Knowledge of state and district attendance policies, Texas Education Data Standards, and PEIMS submission timelines

Major Responsibilities and Duties:

1. Administers, coordinates, analyzes, application systems and programs to enhance information management of the district's personnel, business, instructional, student operations systems.
2. Serves as information management systems liaison for Human Resources, student, and Business Services.
3. Assists in coordination, maintenance, and submission of accurate and timely PEIMS data to the Texas Education Agency according to state statutory requirements.
4. Performs advanced analysis of the district's student data including records, reports, and information systems to determine compliance with applicable state laws, regulations, policies, and procedures.
5. Develops and conducts PEIMS and student related training for district personnel, campus administrators, and support staff.
6. Continually reviews, documents, and improves PEIMS processes and procedures to ensure accurate PEIMS reporting.
7. Studies existing systems, processes, and procedures and the introduction of potential automation systems.
8. Evaluates proposed configurations to ensure system integrity, security, and effective system interface.
9. Evaluates data needs for the entire district and establishes and maintains database standards.
10. Recommends the upgrade, enhancement and replacement of district system hardware, software, and database management systems.
11. Researches and analyzes new systems and applications related to district information management systems.
12. Maintains a broad and current knowledge of emerging technology, equipment, and systems.
13. Provides technical support and training to end users and staff.
14. Documents program development and procedural instructions to assist District personnel in using systems effectively.
15. Assists in short and long-term planning to ensure the district's information systems can handle ever-changing demands and needs.
16. Collaborates with district staff, committees, campuses, departments, and other agencies to assess system and technology needs.
17. Provides project assistance and consultation to all district campuses with the acquisition of new information systems.
18. Ensures the integrity and security of data to comply with district, state, and federal policies, rules, and regulations including FERPA and HIPAA.
19. Establishes and maintains a customer-service oriented delivery approach. Provides a friendly, safe, timely, quality-driven environment that is responsive to district and community needs.
20. Fosters and adheres to district core values and fosters a team environment.
21. Maintains the systems and program license inventory.
22. Collaborates with the development, delivery and modeling of district information management systems using web-based applications tools and interfaces to core systems.
23. Provides and reports statistical data relevant to ongoing projects to management and staff.
24. Generates reports to ensure the district meets all mandated reporting responsibilities accurately and in a timely fashion.
25. Maintains confidentiality with all information housed in the district's systems.
26. Upholds and adheres to safety rules and policies of the SISD safety program.
27. Follows effective verbal and written communication with all stakeholders. Forms of communication may include but are not limited to phone calls (cell phone and land line), email, memos, newsletters, etc.
28. Supports the goals and objectives of the school district and follows all district policies.
29. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
30. Performs other related duties as assigned.

ADOPTED: 5-9-00

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7-27-05, 9-21-05, 9-26-05, 3-3-06, 3-22-06, 12-16-08,
5-30-13, 11-14-13, 3-19-14, 8-13-15, 10-5-16, 10-23-17, 5-19-2020,
4-12-2021, 09-18-2024

Systems Administrator – Data

- 31. Provides optimal customer service to all students, employees, parents, community, members, and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors: Frequent district wide travel, occasional statewide travel; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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