



Board of Education of the City of St. Louis  
CAREER OPPORTUNITY

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<b>Position Title:</b>	Student Accountability Office Systems Specialist III
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Manager

**Position Summary:**

The Student Information Systems Specialist is a standalone classification. The Student Information Systems Specialist is distinguished from other classifications by its responsibility for total understanding of all students processing functionality in working with the Student Information System.

**Essential Functions:**

- Assists in the setup, maintenance and support of all student data within the student Information System
- Assists in the collection, troubleshooting/ problem resolution, training, and support for all the district office and school staff
- Prepares and distributes weekly/ monthly enrollment reports
- Responsible for the internal auditing of student absence and entry/ withdrawal information
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- SIS student enrollment and absence reporting
- Federal and State education reporting requirements
- Proficiency with Microsoft Office 2010, specifically Excel
- Ability to troubleshoot and improve upon existing student information system
- Using computers and related software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. Sufficient to exchange or convey information and to receive work direction

**Experience:**

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

**Education:**

- High School Diploma or General Equivalency Diploma (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**



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- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee Date Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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