

**Student Information Data Assistant**

**Qualifications:**

Must be proficient in Microsoft office including Word, Excel and Outlook as well as having a working knowledge of PowerSchool (or applicable SIS). Must have strong organizational skills and the ability to manage multiple tasks. Demonstrated ability to successfully accomplish the performance tasks listed below.

**Primary Responsibility to:**

Technology Director

**Job Goal:**

Assist the technology director in maintaining the student information system and the reporting that involves student data as well as monitoring security of student data and IT systems.

1. Assist technology director.
2. Assist in maintaining student SIS pages, imports and other special projects relating to PowerSchool.
3. Assist in maintaining records and reports for ARTEC.
4. Assist with data entry and review for ISEE.
5. Assist IT staff with help tickets as time permits
6. Assist director in tracking security logs and threats to data/email/etc.
7. Act ethically and confidentially in all aspects of employment.
8. Perform other duties as assigned.
9. Works at will.

**Term of Employment:**

Eight (8) hours per day, 5 days per week, 210 days of the year. The salary shall be commensurate with the classified salary schedule.

**Evaluation:**

Performance of this position will be evaluated annually by the Technology Director in accordance with provisions of the Board's policy on evaluation of classified personnel.