



Pickens County Schools

Job Descriptions

DISTRICT DATA ANALYST

Title/Position: District Data Analyst (SIS Coordinator)

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade J (Starting pay \$24.50/hour)

Reports to: Chief Technology Officer

Qualifications: Successful experience in student information system operation and troubleshooting

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Oversee the maintenance of all student information data in a responsible, secure manner and complete all student reporting requirements, including enrollment, attendance, grades, court required and state mandated reports.
- Oversee the enrolling and withdrawing of students from the local student information system (SIS).
- Update and prepare enrollment forms for all new students.
- Oversee all aspects of the permanent records for students and information that is collected.
- Enter staff information, course information and numbers, and special program coding into the SIS.
- Oversee the maintenance of student data within the SIS, including changes in address, contact information, and any special restrictions requested by the parents.
- Ensure that the district meets Family Educational Rights and Privacy Act (FERPA) regulations concerning the availability of student data.
- Assist School Administration with the creation of the Master Schedules and maintain the Master throughout the school year.
- Enter all schedules for students at beginning of school year. Schedule students who transfer throughout the year. Enter all schedule changes as required by special programs during the school year.
- Maintain and monitor class size data and report to principal any class size compliance issues.
- Oversee the collection of grades in the SIS and issue progress reports and report cards.
- Oversee the daily homeroom attendance reporting.
- Oversee the editing of attendance for all students who arrive late or leave early.
- Ensure that notes from doctors and parents are entered correctly into the SIS and that copies are maintained in files.

- Monitor the attendance letters and maintain copies in discipline files and attendance notebook/files.
- Oversee the record keeping of contacts, letters, phone calls, etc. concerning attendance.
- Verify attendance referrals for the system attendance officer.
- Verify attendance report/data for attendance support team and/or juvenile court.
- Verify perfect attendance reports monthly and yearly.
- Verify monthly attendance reports for student services personnel.
- Verify certificates and awards for attendance and other honors.
- Supervise district level data clerks that are responsible for collecting data for attendance and enrollment
- Prepare Honor rolls, Principal's list, and other summative data extraction concerning grades.
- Assist teachers and administrators with SIS support.
- Maintain security roles within the SIS.
- Prepare and submit all Local, State, and Federal Reporting, including; Panda, GUIDE, Fitness Gram, GKIDS, Pre-ID, and custom reports.
- Verify state FTE data transmissions three times a year as required by DOE, and ensure that data is error – free.
- Verify state required student data record transmission yearly, and ensure that data is error – free.
- Conduct the End Of Year Rollover of the SIS.
- Provide day to day troubleshooting for the SIS, Gradebooks and Student/Parent Portal
- Participate in monthly conference calls / webinars – Infinite Campus & the Department of Education.
- Attend data conferences pertaining to critical updates three times a year.
- Perform other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.