

GORHAM SCHOOL DEPARTMENT

TITLE: Student Information Specialist

QUALIFICATIONS:

1. Associate degree in technology or related field experience that the school committee may find acceptable.
2. Successful experience and familiarity with student information systems and related data bases.

REPORTS TO: Director of Technology & Information Services

JOB GOAL: To provide support and training for student information system

RESPONSIBILITIES:

1. Exports and uploads data for various outside specific data bases.
2. Creates filters and reports as needed for staff.
3. Maintains data integrity for the state.
4. Creates new user accounts.
5. Processes registrations for all incoming kindergarten students and new summer registrations.
6. Performs other duties and tasks that may be assigned.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012