

Student Information System Operator

[Position Description](#) | [Qualifications](#)

OVERVIEW

The Student Information System Operator is responsible for the maintenance of student records including input of data, updating and verifying of records and extracting information from the provincial database.

POSITION DESCRIPTION STUDENT INFORMATION SYSTEM OPERATOR / SECONDARY

SISS – 1

Inputs data and extracts information from the provincial student database Operates the computerized student records program which includes, scanning, inputting, updating and verifying ministry funding and registration data, course timetabling and scheduling, attendance, demographics, graduation requirements, marks gathering, transcript information, fee schedules, Ministry exam information, and other related data maintenance.

SISS – 2

Extracts data and, using other desk top software, generates student, school, district and ministry reports;

SISS – 3

Consults with school and District staff to determine timelines, data collection, processing procedures, scheduling, system use and limitations, revisions, modifications and resolution of problems.

SISS – 4

Sorts, checks, indexes, files and maintains student records, timetables, registration cards and permanent record cards; records changes in student's status on appropriate records, organizes course, activity and grad fee records; maintains student enrolment records for District office; registers new students, compiles computer information and requests student records from previous schools.

SISS – 5

Liaises with District staff, parents and students regarding reports and information related to student scheduling and records.

SISS – 6

Obtains and transfers student records between schools, other districts or universities.

SISS – 7

Distributes student documents including timetables and report cards, Dogwood and School Completion Certificates and assists with typing of certificates. Provides transcripts for previous graduating students and letters of certification.

SISS – 8

Prepares and downloads report card data for teachers.

SISS – 9

Prepares various reports including month-end enrolment, attendance, marks analysis, honour roll, Ministry and District reporting for funding. within critical timelines

SISS – 10

Instructs school teaching and support staff in use of the student information system and explains work methods for school support staff whose work is related to the student information system.

SISS – 11

Composes correspondence, arranges formats for reports, tabulations, summaries and related materials; prepares statistical data.

SISS – 12

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS
STUDENT INFORMATION SYSTEM OPERATOR - SECONDARY**

EDUCATION	High school graduation or equivalent and post-secondary training in office or business administration, including use of data bases and records management OR Equivalent combination of education and experience
EXPERIENCE	One year of experience Must demonstrate competency by passing a related District test

<p>KNOWLEDGE</p>	<p>The District's student information system</p> <p>Word, Excel and Exchange in order to advise other staff on their use</p> <p>Records management; freedom of information and protection of privacy</p> <p>Office management, business and communication</p>
<p>SKILLS AND ABILITIES</p>	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Confidentiality</p> <p>Flexibility</p> <p>Analytical ability</p> <p>Creative/innovative</p> <p>Organizational skills</p> <p>Tact/courtesy in explaining and/or exchanging data or information</p> <p>ABILITY TO:</p> <p>Keyboard at 60 w.p.m. or data entry equivalency</p> <p>Relate to students, staff and to the public</p> <p>Work independently with minimal supervision</p> <p>Work in a team/school setting</p> <p>Document, summarize and interpret information</p> <p>Give advice, guidance, instructions and directions</p> <p>Apply appropriate methods, procedures and policies</p> <p>Pay close attention to detail and ensure accuracy and reliability of data and/or quality of assignment while balancing time available</p>

WORKING CONDITIONS	Functions in an environment of constantly changing priorities and critical timelines Sufficient vision and hearing to perform related job duties Physically able to lift up to 18 kg (40 lbs.) and operate related equipment Able to perform related physical and mental activities
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November 2017