



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

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<b>Position Title:</b>	Manager, Student Information System
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8640
<b>Reports to:</b>	Director
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Perform duties required to guide and coordinate, directly or through subordinate supervisors, department or program activities including programmatic and financial responsibilities.

**Essential Functions:**

- Review and analyze reports, records and directives to obtain data required for planning activities and workflows – specifically in the Student Information System.
- Assign or delegate responsibility for specified work or functional activities and disseminate district procedures and processes – specifically as it relates to the Student Information System.
- Give work direction, resolve problems, prepare schedules and set deadlines to ensure timely completion of work – specifically as it relates to the Student Information System.
- Provide training to school based staff on SIS procedures
- Pre-setup courses, classrooms, teacher assignments for all sites in preparation of start of school/summer school
- Create student information accounts, throughout the year, for all St. Louis Public school staff and assign to designated sites
- Develop resource sheets as it relates to student information accounts procedures
- Monitor and maintain student database for accuracy
- Create master school calendar for Secondary, Middle and Elementary schools
- Rollover staff, courses, etc., regular year and summer school
- Enter newly added courses received from High School Specialist into the student information system
- Provide login information to parents for accessing student information into the student information system
- Fill requests received (i.e., Attendance, Enrollment, Discipline) from various departments
- Prepare reports and records on area's activities for internal and external distribution. Evaluate current procedures and practices for accomplishing objectives to develop and implement improved procedures and practices – specifically as it relates to the Student Information System.
- Perform related duties or special projects as assigned.

**Knowledge, Skills, and Abilities:**

- Ability to apply basic principles to solve practical problems.
- Strong knowledge of the current Student Information System.
- Strong expertise in all Microsoft Products, but most specifically, Excel.

**Experience:**

- Minimum of five years job related experience



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**Education:**

Broad knowledge of a discipline equivalent to a complete college or university education or equivalent capabilities (preferred)

**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:**

- 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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