



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Student Information System (SIS) Coordinator	<b>Department:</b>	Information & Evaluation
<b>Disaster Work Status</b>	Considered a Disaster Service Worker and/or Essential Worker during emergencies, crisis and/or pandemic		
<b>Reports to:</b>	Executive Director of Information & Evaluation	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	May 13, 2026	<b>Work year:</b>	12 Months
<b>Revision(s):</b>	June 26, 2024	<b>Salary Range</b>	CSEA 75 Range 46

### **Definition:**

Under the direction of Executive Director of Information and Evaluation, the role of the Student Information Systems Coordinator is to:

- Analyze, manage, and support all departments in the use of all functions included in the District’s primary Student Information Systems (SIS), currently Aeries;
- Guide, support and train the all users in the use of the SIS;
- Research, identify, analyze, and fulfill the requirements of all internal and external users;
- Aid in the use of ancillary SISs (e.g., special education student information system, data system) in relation to the primary SIS;
- Support all users for troubleshooting data-related issues in the primary SIS;

The Student Information Systems Coordinator analyzes, manages, supports, trains, and troubleshoots the operation requirements for the District’s Student Information Systems (SIS). This position is responsible for setting up, testing, analyzing, and maintaining the operation of the Student Information System in support of the achievement of the goals of Santa Rosa City Schools under the direction of the Executive Director of Information and Evaluation.

### **QUALIFICATIONS:**

#### **Education:**

- AA or higher degree  
or
- Five or more years of school site and/or district office SIS experience

#### **Experience:**

- Five (5) or more years of extensive experience in managing student data systems at the district level:
  - Working with student Information systems such as Aeries, providing application and support services;
  - Acting as a resource for problem identification and resolution concerning data issues.
  - Demonstrated ability to learn new software.
  - Demonstrated ability to work in a team-oriented, collaborative environment.
- Three (3) or more years of:
  - Working independently and coordinating multiple projects simultaneously;
  - Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting, is preferred.

**License and/or other qualifications:**

- Valid California Driver's License preferred; alternative transportation acceptable.

**Knowledge and Abilities:**

**Knowledge of:**

- Student Information systems (SIS), such as Aeries or other like software programs
- Applicable data privacy practices and laws
- Very strong written, oral, and interpersonal communication skills
- Google Docs/ Microsoft Word (Three or more years of experience), or other like software

**Ability to:**

- Conduct research into software-related issues and products
- Work both independently and in a team-oriented, collaborative environment
- Communicate effectively with non-technical staff and with members of interdisciplinary teams while exercising excellence in customer service
- Be flexible and adaptable regarding learning and understanding new software and technologies
- Be self-motivated and directed
- Work with keen attention to detail
- Analyze and problem-solve
- Effectively prioritize multiple requests and execute tasks in a high-pressure environment

**ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Coordinates all operational functions of the SIS to ensure proper daily operation, including but not limited to grades, report cards, master scheduling, summer school, and rollover.
2. Sets up and maintains access to the SIS through management of user and group rights, parent/student portal, and online registration.
3. Assists with the management, design, and implementation of existing and new services and projects related to SIS operation and student data
4. Coordination of school-level staff in data management functions, including but not limited to daily attendance, grade submission, student health data, roll over, and data quality issues.
5. Manages SIS data as it relates to supplementary functions, including but not limited to course history institutions, work permits, independent study, and supplemental attendance.
6. Collaborates effectively within the department, with school office staff, and vendor staff to exchange information, and explain policies and procedures in a friendly and professional manner.
7. Design, manage, and implement data integrity and quality procedures as they relate within and across Student Information Systems.
8. Coordinates and provides SIS training, direction, and support to district, school, program, and administrative staff.
9. Coordinate response to problem reports and requests for information regarding usage of SIS.
10. Develop and maintain a complete understanding between the user interface and the database tables and fields in the background.
11. Collaborate with programming staff with all questions of functionality and interpretation of the meaning of data elements.
12. Collaborate with the Information and Evaluation team to ensure compliance across the SIS to CALPADS

reporting requirements.

13. Perform post-resolution follow-ups with users. Evaluate the resolutions and analyze trends for help in preventing future problems.

**MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Additional duties as assigned related to this job description and during emergency, crisis, and/or pandemic situations.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drive vehicle to multiple sites
Working around equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.