



## Pickens County Board of Education Job Descriptions

### **SIS COORDINATOR**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 210 Days

REPORTS TO: Federal Programs Director

QUALIFICATIONS: Successful experience in student information systems, operations, and troubleshooting.

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

#### RESPONSIBILITIES:

- Assist director and data clerks with end of year process - scheduling, purging records, ensuring smooth transitioning of files to appropriate schools.
- Assist data clerks, teachers, and administrators with SIS support.
- Assist with automated telecommunication system.
- Assist with student registration.
- Assist parents and other stakeholders with current SIS to locate pertinent data.
- Assist schools, data clerks and departments with maintaining appropriate records, troubleshooting records and being proactive to correct errors.
- Maintain file uploads, imports, extracts, support for:
  - OAS
  - GUIDE
  - FTE
  - EOCT
  - SDR
  - Any other state programs as deemed appropriate by supervisor.
- Participate in required conferences and trainings.
- Adhere to all federal, state, local, and BOE policies and laws as expected.
- Perform other duties as assigned.

