

**TRUTH OR CONSEQUENCES MUNICIPAL SCHOOLS
JOB DESCRIPTION**

TITLE OF JOB:	Student Information System Administrator
REPORTS TO:	IT Director (immediate supervisor) and Superintendent (final administrative authority). Performance evaluations are conducted jointly by the IT Director and Superintendent.
JOB GOAL:	Support, administer, and provide operational oversight for the District's Student Information System (Synergy), Canvas Learning Management System, and assigned educational technology platforms. Ensure data integrity, system functionality, compliance with state and federal reporting requirements, staff training, and user support while assisting the Director of Information Technology in supporting instructional and operational technology needs throughout the district.

TERMS OF EMPLOYMENT:

- Part-time position, up to 9 hours per week.
- One-year contract position.
- Continued employment beyond the initial contract period is contingent upon district needs, available funding, employee performance, and Board approval.
- This position may be converted to a permanent position at the discretion of the District.
- Work may be completed remotely unless otherwise agreed upon by the employee and supervisor.
- Access to Synergy, Canvas, and associated district technology systems will be provided as necessary to perform the duties of the position.

MINIMUM QUALIFICATIONS

- Minimum of five (5) years of experience working with Student Information Systems.
- Experience administering educational software systems and providing technical support to users.
- Experience assessing needs, developing and conducting trainings, writing procedures, diagnosing, and resolving user support issues.
- Knowledge of principles and processes for providing customer and technical support services.
- Ability to interpret federal and state reporting requirements.
- Ability to interpret FERPA requirements and implement compliant procedures.
- Organizational and project management skills.
- Strong interpersonal, communication, and problem-solving skills.
- Experience with Learning Management Systems, preferably Canvas, preferred.
- Experience in K-12 educational technology environments preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General Responsibilities:
- Summarize and communicate system updates, changes, implementation information, and best practices to stakeholders through email, meetings, trainings, and other communication methods.
- Work collaboratively with administrators, teachers, support staff, vendors, and technology personnel.
- Maintain positive professional relationships while providing high-quality customer service and technical support.
- Student Information System Administration (Synergy):
- Serve as the district subject matter expert for the Student Information System (Synergy).
- Assess training needs; coordinate, schedule, and deliver training programs; and evaluate training effectiveness to ensure learning objectives are achieved and organizational needs are met.
- Assist with the development of new services and expansion of existing projects related to student information systems.
- Coordinate and maintain data quality within the SIS, including but not limited to file extractions, data updates, state reporting requirements, and correction of data anomalies.
- Maintain processes ensuring the accuracy and integrity of data entered into the SIS.
- Assist district and school administrators with proper data entry, placement, maintenance, and utilization of SIS data.
- Oversee school site SIS operations including, but not limited to, attendance, grade reporting, scheduling, MTSS functions, student records management, and related processes.
- Assure proper configuration of the SIS, including user accounts, permissions, security roles, and system settings.
- Resolve SIS malfunctions and coordinate with vendors, technology staff, and external support providers to address system issues and ensure effective operation.
- Review and verify system corrections, updates, and vendor-provided solutions for completeness and accuracy.
- Coordinate responses to SIS support requests, problem reports, and requests for information regarding SIS usage.
- Prepare, validate, and assist with state and federal reporting requirements.
- Maintain student data confidentiality in accordance with FERPA and applicable laws.
- Canvas Learning Management System Administration:
- Support Canvas account structure, user provisioning, enrollment synchronization, course management, and system configuration.
- Coordinate training for teachers, administrators, and staff utilizing Canvas.
- Develop procedures, resources, and support documentation related to Canvas use.
- Assist with Canvas implementation initiatives, updates, integrations, and vendor communications.
- Monitor system utilization and recommend improvements to support student learning and instructional effectiveness.
- Serve as a primary point of contact for Canvas-related support issues and troubleshooting.
- Educational Technology and IT Support:
- Troubleshoot user issues related to Synergy, Canvas, student accounts, educational applications, and associated district systems.
- Provide end-user support and technical assistance to teachers, administrators, office staff, and other district personnel as needed.
- Assist with new staff onboarding related to system access, user accounts, educational technology platforms, and technology resources.
- Assist in identifying technology training needs based on user support trends, system

- usage, and district initiatives.
- Collaborate with district technology staff to resolve technology issues affecting instructional and operational systems.
- Exhibit professionalism by maintaining good attendance and adhering to established work schedules and contractual obligations.
- Communicate and display courteous and professional behavior toward supervisors, administrators, staff, students, parents, vendors, and members of the public.
- Comply with the Code of Ethics, Board policies, administrative directives, and all applicable local, state, and federal laws, regulations, rules, and statutes.
- Adhere to educational guidelines established by the New Mexico Public Education Department.
- Safeguard the confidentiality of information pursuant to FERPA and other applicable privacy laws.
- Other Duties as Assigned by the Superintendent.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty and responsibility. The requirements listed below are representative of the knowledge, skills, and abilities required:
- Minimum of 5 years- experience in working with student information systems.
- Experience with assessing needs and developing and conducting trainings; writing procedures, diagnosing and resolving user support problems and issues.
- Knowledge of principles and processes for providing customer and personal services
- Ability to interpret federal and state laws for state reporting.
- Ability to interpret FERPA and apply processes for compliance.
- Organizational and project management skills.
- Strong interpersonal and communication skills.

PHYSICAL DEMANDS:

- The employee is required to stand, walk, and reach with hands and arms.
- The employee must lift and/or move up to 25 pounds regularly.

EVALUATION:

- Performance of this job will be evaluated in accordance with BOE policy.

TERMS OF EMPLOYMENT:

Salary is established by salary schedule.

This position description indicates the general nature and level of work expected of incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbents may be asked to perform other duties as required.

This position description for Student Information Systems Administrator is effective upon receipt. Personnel policies adopted by the Board of Education, and deemed appropriate for the job, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This position description may be revised at any time in response to district needs.

Employer

By my signature below, I affirm that: the duties and requirements listed on this position description have been explained to me; I have been able to ask questions to clarify matters I do not understand; and I understand and accept them. In accepting this job, I certify that I am able to perform these duties, with or without accommodation, and that I will inform my supervisor immediately of any change in this regard. I also agree to follow District safety rules and accident prevention procedures.

Print Employee Name

Employee Signature

Date