

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

**STUDENT INFORMATION SYSTEMS COORDINATOR/
CHILD ACCOUNTING**

QUALIFICATIONS:

1. Bachelor's Degree or equivalent training in information system or computer science.
2. Possess in depth knowledge and experience with computers and related technologies.
3. Experience with computer maintenance, report writing, and updates of Student Information Systems.
4. Possess knowledge of current software including MS Windows.
5. Ability to solve problems and work with people.
6. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

REPORTS TO: Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach

JOB GOAL: To maintain the current student information system in all aspects related to it and provide all services needed.

PERFORMANCE RESPONSIBILITIES:

1. Provide installation and updates of all SIS software.
2. Assist in troubleshooting problems that may arise.

3. Provide various reports needed on a periodic basis to all building and Central Office Administrators.
4. Update software on the server and user workstations when needed.
5. Disperse report cards on a periodic basis.
6. Establish and maintain web-based parent connect interface.
7. Assist principals and administration in scheduling procedures.
8. Provide on-going training to all SIS users.
9. Provide user support as needed.
10. Provide PIMS reports to Pennsylvania Department of Education.
11. Maintain Connect 5 – mass contact system for weather and emergency alerts.
12. Set up and maintain Assessment Tracker for data warehousing.
13. Serves as district contact for M class and CPE Tracker.
14. Performs other reasonable duties as are assigned by the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the negotiated agreement between Crawford Central Board of School Directors and Crawford Central Educational Support Professional Association.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel by the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach

REVISED: November 20, 2017