



## Job Description

**Job Title:** Student Data Quality Specialist

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor II, Student Information Systems

**Pay Grade:** 35

**Contract Length:** 245 Days

### **Job Summary**

Position is primarily responsible for ensuring the accuracy, integrity, and compliance of student data within the district's Student Information System (SIS). This position conducts regular audits, identifies discrepancies, and provides recommendations to improve data quality and adherence to policies. Additional responsibilities include creating and delivering training programs to improve user proficiency and maintain compliance with district, state, and federal standards. Frequent collaboration with school staff, administrators, and district personnel to maintain consistent and reliable student records.

### **Essential Duties**

1. Perform routine and detailed audits of student data, including enrollment, attendance, grades, and demographic information.
2. Identify inconsistencies, errors, or omissions and work with relevant personnel to correct them.
3. Analyze existing SIS workflows and procedures to identify areas for improvement.
4. Develop and recommend best practices to enhance data entry, validation, and reporting accuracy.
5. Create clear documentation to guide school staff and administrators in maintaining compliance.
6. Provide guidance and training to school staff on proper data entry and reporting practices.
7. Generate detailed audit reports highlighting findings, trends, and corrective actions.
8. Monitor the effectiveness of corrective actions and adjustments made to the SIS.
9. Stay informed about SIS updates, industry best practices, and relevant regulations to maintain high data standards.
10. Propose enhancements to tools, processes, or training to ensure long-term data accuracy and compliance.
11. Assess the training needs of staff and adapt programs to address gaps in knowledge or skills.
12. Model nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified to perform the essential functions.

### **Minimum Qualifications:**

- Associate's degree or any equivalent combination of experience, training and education.
- Experience with Student Information Systems (e.g., Synergy, PowerSchool, Infinite Campus)
- Prior experience in auditing, data analysis, or compliance monitoring preferred.
- Familiarity with K-12 educational operations and reporting requirements.
- Exceptional attention to detail and accuracy.
- Strong analytical and critical thinking skills.
- Proficiency in data analysis tools (e.g., Excel, SQL, or similar).
- Ability to manage multiple tasks and deadlines effectively.
- Clear and effective communication skills, both written and verbal.
- Experience in developing and delivering training for data entry and compliance.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor II, Student Information System

**Approvals:**

---

Supervisor

Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print)

Signature

Date