



Maplewood Richmond Heights School District

2531 S Big Bend

St. Louis, MO 63143

(314)644-4400 Fax: (314)781-3160

Employment Opportunity for the 2025-2026 School Year

Student Information System Specialist

Supervisor:

Technology Coordinator

Primary Responsibilities:

The student information systems (SIS) specialist is responsible for all student and district data needs and systems. This includes rostering, reporting, managing Single Sign-On (SSO) integrations and any systems that require the use of student data including the district SIS. A key role is to stay current and maintain data systems in compliance with federal and state guidelines on student data privacy. This position requires a strong technical background, excellent problem-solving skills, and a deep understanding of educational technology. The ideal candidate will be a proactive and detail oriented individual who can effectively manage multiple tasks and projects.

Qualifications/Experience:

- Education - Associate degree, technical school diploma, related certifications, or equivalent experience in computing, networking, technical support.
- Data management or systems integration, preferably in an educational setting.
- K-12 student information systems (SIS), databases and data platforms.
- State and Federal guidelines for student privacy.
- Best practices for securing student data.
- Experience with scripting languages (e.g., PowerSchool, Sequel, Python) is preferred.
- Have strong attention to detail and utilize analytical skills to make data actionable.
- Be proficient in database management, reporting tools, and SSO platforms.
- Develop strong documentation and data security practices.
- Utilize effective communication and problem-solving abilities.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills

Terms of Employment:

Full-time, Twelve-month employee

Essential Functions:

- **Data Management:** Administer the district Student Information System (SIS). Oversee the rostering of students, staff, and courses across district systems. Maintain accurate and up-to date official student and district data records. Ensure compliance with state, federal, and district data reporting requirements. Develop procedures and train staff on guidelines around confidentiality of student data.
- **System Integration:** Manage and maintain Single Sign-On (SSO) integrations for district systems. Facilitate the integration of new software or systems

requiring student or district data. Collaborate with vendors to troubleshoot and resolve data-related issues. Manage

- Google Admin dashboard and Learning Management system, adding new staff, assigning
- permissions, and managing groups and permissions. Serve as the MOSIS administrator
- Reporting and Analysis: Generate required reports for district administration, school sites, and external agencies. Analyze data to support decision-making processes and district initiatives. Ensure data accuracy and timeliness in all reporting activities.
- Collaboration and Support: Work closely with the Technology Coordinator, Technology
- Department, Building Leadership Teams, and other stakeholders to align data management with building and district goals. Provide training and support to staff on data systems and processes. Respond to and resolve data-related inquiries or issues from district personnel.
- Assist with Help Desk functions/service tickets.
- Documentation and Best Practices: Create and maintain detailed documentation for data
- systems, processes, and integrations and add to the district knowledge base. Establish and enforce best practices for data management and security.

Physical Requirements and Working Conditions:

- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work around moving mechanical parts and/or electrical current.
- Other duties as assigned

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

“Notice of Non-Discrimination”

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no

person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent 2650 S Hanley Road Suite 300, St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Posting: 04/18/2025

***MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**