

Job Title: STUDENT DATA TECHNICIAN
Reports to: Director, Data Quality, Compliance and Accountability
Dept./School: Data Quality, Compliance and Accountability
Wage/Hour Status: Non-exempt
Date Revised: February 23, 2026

Primary Purpose

Provide Level 2 technical support and troubleshooting for the Skyward Student Information System (SIS). Customize and configure the SIS to meet the evolving needs of the district while ensuring compliance with all applicable policies, regulations, and data confidentiality standards. Manage assigned SIS modules to deliver exemplary customer service and improve operational efficiency across district departments.

Collaborate with district staff and departments to organize, coordinate, and manage all elements related to the district's Assessment Program. Responsibilities include data management for analysis software, file preparation, uploads and downloads across multiple assessment platforms, and ensuring data accuracy and integrity across all district systems.

QUALIFICATIONS

Education/Certification

High school diploma or GED
60 College Hours, preferred
JavaScript Specialist Certification, preferred

Special Knowledge/Skills

Knowledge of database design
Ability to detect and resolve problems in the SIS
Familiarity with campus/department organization, processes and procedures
Advanced skills in Microsoft Office Suite
Advanced skills in Adobe Professional
Effective organizational, communication, and interpersonal skills
Ability to organize and to prioritize responsibilities and projects in order to meet timelines
Ability to multi-task
Knowledge of basic accounting principles

Experience

Minimum two years in customer support
Demonstrated JavaScript/HTML skills

MAJOR RESPONSIBILITIES AND DUTIES

STUDENT INFORMATION SYSTEMS (SIS)

1. Become skilled and proficient at navigating Skyward on the features, options, and information for assisting customers.
2. Provide help-desk support to parents, teachers, students and staff on Skyward related login issues.
3. Refer questions related to Skyward SIS processes and procedures to the Data Quality Team.
4. Prepare the SIS for future scheduling of course requests by creating student wish lists.
5. Responsible for the coding and deployment of Skyward Custom Forms; coordinate with the technology department to automate the sharing of information.
6. Under the supervision of the Director, customize the SIS using Skycode conventions.
7. Manage the New Student Online Enrollment (NSOE) module; troubleshoot any program areas of concern.
8. Manage the Family and Student access modules; roll over modules as needed.
9. Manage the department and assigned district web pages.
10. Create interactive forms using Excel, Word, and/or Adobe Professional.

11. Create district specific video tutorials for parents, students, and teachers focusing on the use of the SIS.
12. Receive and process Credit-by-Exam results; record grades in the student information system (SIS).

INTEGRATION OF INSTRUCTIONAL PROGRAMS

13. Manage Student Information System (SIS) in the functions such as extracting exported data to third-party vendors (e.g. Clever, Medixsoft, CLI, etc.) create API connectivity, monitor and set up SFTP protocols for SIS exports.
14. Manage database uploads for instructional and assessment software and internal based programs (Destiny, Renaissance, DMAC, Lifetouch, Houghton Mifflin, Canvas, etc.)
15. Provide technical assistance and training for campuses for student and staff log in for multiple systems (i.e. Canvas, GSMU, Skylert, etc.)
16. Conduct district training for use of functions of Student Information System (SIS passwords when requested by staff)
17. Coordinate with the C&I Dept. and third-party vendors to assist with the integration and rostering of new software applications.
18. Prepare archiving of records for retention on 3rd party servers and roll over data. (Destiny, Renaissance, etc.).

PEIMS COORDINATION

19. Assist in coordinating the collection, integration, and formatting of all data from Skyward and all third required for PEIMS submission according to Texas Education Agency PEIMS Data Standards.
20. Assist with generating reports and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
21. Assist with assuring district data collection procedures are in compliance with federal, state, and local reporting requirements.
22. Monitor programs as assigned for data quality compliance and submit findings to the Director of PEIMS for any required actions.

TRAINING AND TECHNICAL SUPPORT

23. Provide training and support to campuses and to business and personnel office staff responsible for processing PEIMS data.
24. Receive PEIMS-related information from ESC and TEA, attend all regional PEIMS workshops, and disseminate information to other staff in a timely manner, including updates to PEIMS Data Standards.

Files

25. Maintain department's physical and computerized files.
26. Prepare and process purchase orders; perform routine bookkeeping tasks; assist director with budget preparation; maintain department budget.

Ethics

27. Report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
28. Safeguard against unauthorized access to assigned computer system and electronic data.
29. Coordinate security and account clearance settings for Skyward SIS.
30. Maintain confidentiality of all data and files.

Other

31. Perform other short-term duties and responsibilities as assigned.

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____