

**Vail School District
Job Description**

Job Title: SAIS OUTREACH COORDINATOR

Reports To: Chief Information Officer

FLSA Status: Exempt

Classification: Level 24

Created: 09/30/2009

Approved: 10/27/2009

SUMMARY

Responsible for providing assistance and support to district staff and external clients on Student Accountability Information System (SAIS) procedures, rules, and reporting issues in order to maximize the receipt of eligible funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists school personnel in configuring bell schedules, class calendars, and attendance configuration.
- Provides additional support to district sites for technical support issues related to PowerSchool.
- Acts as the district's liaison for SAIS compliance and interfaces with state department staff. Stays abreast of SAIS rules and regulations.
- Develops, implements, and delivers training and support to district special education and English Language Learners (ELL) staff on SAIS rules and procedures, as well as training and support on SAIS integrity error corrections. May supervise and provide training to data entry personnel on SAIS file upload procedures.
- Establishes a SAIS support program that would include, but not be limited to: supporting and training on SAIS rules and procedures, reporting SAIS defects and reporting errors to the Arizona Department of Education (ADE) for resolution and follow up; assisting with uploads and data error reporting to ADE; and maintaining and tracking a list of open issues.
- Develops, implements, and maintains a program to provide fee-based SAIS support and training to external school clients for uploads and error files, compliance, and technical support issues
- Recommends and implements changes in procedures to ensure the consistency of data entry into PowerSchool and SAIS.
- Researches potential clients of the SAIS consortium, initiates contacts with appropriate representatives; schedules presentations; prepares intergovernmental agreements or service support agreements; schedules and is responsible for implementation of the SAIS support training; and schedules, develops and delivers training and client support.
- Maintains and updates a SAIS client information database, and ensures client satisfaction by responding to client inquiries and requests for support and assistance in a timely and professional manner.
- Regularly attends SAIS training provided by the ADE.

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- Works closely with district's Business Office to verify enrollment figures and funding levels.
- Works closely with the district's Business Office to ensure proper procurement activities, agreements and documentation, client payments, recordkeeping, and reporting are accurate, timely, and complete.
- Makes recommendations to update the district's technology infrastructure requirements to support SAIS activities within the district.
- Provides support for Joint Technology Education District (JTED) projects and initiatives within the district. Assists with JTED data uploads and training to district staff.
- Provides district office staff with light technical support, as appropriate and as required.

SUPERVISORY RESPONSIBILITIES

None. May provide indirect supervision to data entry personnel during SAIS file uploads.

QUALIFICATIONS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- A bachelor's degree in education, business administration, public relations, or information technology, with appropriate education coursework.
- Minimum 5 years experience with K-12 school finance, SAIS data collection and reporting, or other student database system.
- Or an equivalent combination of relevant education and/or experience as approved by the Superintendent.

ABILITIES

- Strong organizational and interpersonal skills.
- Self-motivated and self-directed, highly organized, and detail-oriented.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Strong computer skills (Macintosh and DOS/Windows) and trouble-shooting skills.
- Ability to work within budgetary and procurement guidelines and to support District goals and objectives.
- Proven ability to work in a fast-paced, demanding environment, on multiple projects simultaneously both as a team member and individually.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work

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assignments.

- Ability to train and communicate with non-technical staff including the ability to present complex concepts in easily understood graphical or visual presentations
- Flexibility to travel, as required.

LANGUAGE SKILLS

Ability to read and interpret a variety of technical documents. Ability to speak and present effectively to a variety of audiences. Strong writing, researching and editing skills. Ability to convey ideas and messages in one-to-one and group settings.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona fingerprint clearance card.

Valid Arizona driver's license and proof of Arizona minimum automobile insurance.

PHYSICAL DEMANDS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

This job requires infrequent travel. Most travel is between the District Office and its schools and/or work sites. Occasional travel in-state by car or airplane.

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.

The primary work environment is indoors. The noise level in the work environment is usually moderate.