

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 9.08**

**Job Description:** Student Data Technician Assistant

**Reports to:** Director of Technology

**Summary:**

This person will be responsible for the maintenance and integrity of the student management system while providing end-users assistance and training in the use of the system.

**Qualifications/Requirements:**

This assistant shall have a high school diploma or its equivalent. The person will have a high level of knowledge and competence regarding all aspects of the district student management system. This person will maintain a high level of confidentiality in relations to student records and information. This position requires effective writing, verbal and computer skills to clearly communicate the aspects of the student management system. Skills include ability to work in spreadsheets, perform data exports/imports, and knowledge of personal computer operations.

**Essential Job Duties:**

- Performs tasks associated with the operations of the student management system.
- Facilitates necessary information in relation to the student management system to appropriate building and department levels.
- Provides guidance for appropriate staff at the building level responsible for maintaining the student management system.
- Responsible for administering district-wide updates, additions and changes to the student management system.
- Creates and maintains district accounts and permissions to the student management system.
- Works with necessary departments and schools to provide timely and accurate district, state and federal student data reporting.
- Provides requested data reports for Director of Technology or central office administrators.
- Performs necessary training for end-users in the operation of the student management system.
- Manages and trains the building-level student data managers in all the buildings and schools.
- Coordinates meetings of the building-level student data managers.
- Maintain confidential nature of all school related matters.
- Performs other duties as assigned by the Director of Technology or designated administrator.

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned by the Director of Technology

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current District Policy. This is a twelve-month work year.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of support staff personnel.