



Sisters School District

“Home of the Outlaws”

Position Title: Data and Student Information Specialist

Reports to: Director of Technology

Posting Date: April 30, 2026

Position Closes: Open until filled

Date Available: July 1, 2026

FLSA Status: Non-Exempt

The Sisters School District has an opening for a permanent, full-time, 1.0 FTE Data and Student Information Specialist. This is an eight (8) hour per day position, Monday – Friday from 7:30a.m. – 4:00p.m. for 260 contract days starting with the 2026-2027 school year.

Position Summary:

The Data and Student Information Specialist works independently to organize and monitor the collection, verification, and validation of student data to compile reports that meet state and federal requirements. The Data and Student Information Specialist will support and guide district administrators and secretaries to maximize their efficiencies of our student information system.

Essential Duties and Responsibilities:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Lead the district and the buildings in the coordination and support of the K-12 Student Information System (SIS). Assist other SIS users in correctly entering data and conforming to state standards.
2. Monitor, identify and prioritize SIS questions submitted within the IT ticketing system as well as provide one-on-one support to end-users over the phone, email, remotely or in-person as needed.
3. Oversee and validate data collections for state and federal reports by communicating with schools to verify and/or correct information by running extractions and correcting errors. Then posts data through formal submission processes and certifies final data submissions are accurate and complete according to state and federal requirements and within reporting deadlines.
4. Submit Civil Rights Data Collection and ensure data accuracy and data entry compliance.
5. Perform basic data queries and respond to K-12 data inquiries from staff and/or outside partner agencies.
6. Serve as the district Foster Care Point of Contact, ensuring compliance with McKinney-Vento and foster care requirements, coordinating with child welfare agencies, and supporting enrollment, data tracking, and reporting for students in foster care.
7. Provide oversight, guidance, and training to building secretaries regarding student information system procedures, data accuracy, and best practices.

8. Coordinate a wide variety of one-on-one, small, and large group instructional sessions to support troubleshooting issues around the student information system and ODE State Reports.
9. Occasionally work beyond a standard 40-hour work week when workload requires.
10. Maintain the integrity of confidential information relating to students, staff, or district.
11. Other duties will be assigned based on the needs of the district.

Preferred Qualifications:

1. **Education / Experience:** Two years of college level course work in pc-based operating systems and data communications software or one year of college-level course work in the same areas and two years of additional job training or experience preferred. Additional experience may substitute for higher education.
2. **Highly Organized:** Demonstrated ability to manage multiple tasks and projects simultaneously, ensuring that all deadlines are met and priorities are respected.
3. **Detail-Oriented:** Keen attention to detail, ensuring accuracy and thoroughness in all aspects of work. This includes identifying errors, maintaining meticulous records, and producing high quality work consistently.
4. **Problem Solving Skills:** Strong analytical skills to anticipate issues, solve problems proactively, and make informed decisions to maintain order and accuracy.
5. **Collaborative Ability:** Strong interpersonal skills to effectively collaborate with others and to lead and motivate peers and team members towards common goals without formal supervisory authority. Focuses on solving conflict; maintaining confidentiality; listening to others without interruption; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
6. **Knowledge:** K-12 Public Education Student Information System (SIS) processes and supporting computer and network software preferred. Requires working technical knowledge of personal computer operations and business and education support software including Microsoft Office applications, and Google Applications.
7. **Communication Skills:** Requires excellent communication skills to conduct individual and small group instruction and technical assistance on the use and application of SIS software, including the ability to explain complex technical information to general audiences. Ability to communicate fluently verbally and in writing in English. Ability to draft and prepare reports in written and visual formats and speak effectively before groups.
8. **Confidentiality:** Able to handle sensitive and confidential information with the utmost discretion. Commitment to maintaining privacy and security of students, staff, parents, and community members.
9. **Fostering Relationships:** Nurture a team relationship among coworkers. Ability to work effectively with administrators, staff, and faculty, and comply with school district procedures and policies while working in a positive relationship with all district staff.
10. **Work Independently:** Must have the ability to work autonomously.

Employment, Salary, and Benefits:

- Salary: \$68,500.00 annually, based upon education and experience.
- This is a full-time, (1.0 FTE), 260-day contract position, including twenty (20) paid vacation days, twelve (12) paid holidays, three (3) paid personal days, twelve, (12) days of paid sick leave, and paid bereavement leave.

- Sisters School District offers several competitive and comprehensive benefits packages to team members, and contributes a district paid monthly amount towards these benefits. Benefits include medical, prescription, dental, vision, life and disability insurance, employee assistance (EAP), and wellness programs.
- Sisters School District offers additional optional benefits such as Section 125 Flexible Spending and/or Dependent Day Care accounts, 403(b) and 457 (b) retirement savings plans, and other optional coverages.
- Employer-paid PERS once eligible.

Submission Details: Submit your Talented Recruit & Hire Application, Cover Letter, Resume, Official Transcripts and Two (2) letters of recommendation on Talented Recruit and Hire : <https://sisters.schoolspring.com/> (Link on webpage)

Contact: the HR Department for any questions regarding this position at (541) 549-8521 #5021.

Notice of Nondiscrimination

The Sister's School District is committed to equal opportunity and does not discriminate on the basis of race¹, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age, marital status, veteran status, or any other protected status in our programs and activities.

[1] Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type, and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

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