

# SIS Specialist Routine Workload

Supporting Information for pay increase to position beginning 2024-2025SY

SIS Specialist- Supporting the entire district

- Admins
- Teachers
- Counselors
- Registrars
- Students
- Parents

Supporting with

- General PowerSchool questions
- User resets (staff, students & parents)
- New accounts (staff, student & parents)
- Staff deactivation
- Software glitches
- Gradebook Calculation
- Online registration support
- State reporting data clean up
- Safe Arrival
- YellowFolder
- New software implementation/integrations

6th Year with Online Registration (District Wide)

- Huge implementation process in 2018
- Updating forms each year (revising after working with state reporting team, federal programs team & principals)
- Next School Years forms are available to families by Summer so families have plenty of time to complete.
- Supporting registrars when delivering data into the SIS, avoiding duplicate records
- Supporting families who cannot login or submit the forms.
- Creating alternative routes if families refuse to complete it online or do not have internet access. Every case is different.

NOVA/STARS support (District Wide)

- Assisting Andrew Benally with the technical part by contacting PowerSchool support when there is an issue regarding state reporting.
- Assisting Andrew Benally with data clean up by contacting & supporting registrars with what is requested.

End Of Year Rollover (District Wide)

- Assisting Andrew with EOY rollover and prepping for the upcoming school year

- Setting up the calendar for each site, where Attendance is attached to
- Setting up Years & Terms
- Setting up Reporting Terms so the teacher gradebook will work properly
- Revising Attendance codes

#### Scheduling- (District Wide)

- Supporting secondary Counselors with the scheduling process
- Supporting elementary registrars with scheduling process
- Making sure staff profiles are available for counselors to schedule
- Making sure courses are set up correctly, so student receive the correct grade, gpa points & credits at semester
- 6th grade registration at Naaba Ani & Blanco Elementary- getting students registered for 7th grade via PowerSchool student portal
- 8th grade registration at MAJH- getting students registered for 9th grade via PowerSchool student portal

#### Grades- (secondary sites only)

- August in-person teacher training (general run through on gradebook & setting up the 40,40,20 calculation)
- Supporting registrar with permanently storing grades
- Spot checking numerous accounts to make sure grades, credits, gpa's & transcripts are correct
- Gradebook calculation, if something is not calculating correctly, I investigate
- Locking teacher gradebook after reporting terms to avoid calculation errors
- Manually adding 8th grade algebra 1 & Health High School credits into students' historical grades

#### Miscellaneous

- Uploading school photos to PowerSchool
- Setting up Registrar meetings
- Report Card/Transcript updates

#### **New**

##### Site Cume file audits- (District Wide)

- Visiting 7 sites, 4 times a school year to conduct cume file audits, ensuring all data required is in the students' cume file & is matching PowerSchool
- New Cume File Spreadsheet conducting percentages

##### New Health Portion within PowerSchool (District Wide)

- Huge implementation process in 2023
- Manually transferring 2,500 students' immunization records from the old custom page to the new page.

- Maintaining (adding menu options, removing menu options to obtain the most detailed, up to date health office visits/screenings)

#### Safe Arrival- (district wide)

- Setting up the attendance codes within Safe Arrival
- Supporting staff daily with the Safe Arrival push
- Reminding sites that teachers have to take attendance every day in an adequate time range for this call to do its job
- Making sure all sites have sent the call in an adequate time range
- Supporting with glitches within the system
- Pushing the call if staff is absent or out of time range

#### YellowFolder- (district wide)

- Supporting staff with YellowFolder
- Getting staff trained to upload documents
- Over the summer, Admin hired 2 employees who uploaded thousands of graduate records into YellowFolder

#### Registrar Manual- (district wide)

- Supporting staff regarding district registrar manual. Making sure they are aware of all of the newer protocols that have been implemented. Walking staff through processes if not aware.
- Adding, removing & revising portions of the manual with Director of Operations, Data, and Assessment.