

Job Posting: Student Information Systems (SIS) Professional

About the Role:

Join our team and help ensure a seamless and efficient experience for our students, staff, and families! Mallard Creek STEM Academy is a K-8 public charter school located in Charlotte, NC.

We are seeking a detail-oriented **Student Information Systems (SIS) Professional** to manage and maintain student data, enrollment processes, and state reporting requirements. The ideal candidate will have experience working with student information systems, excellent organizational skills, and the ability to collaborate with school staff, parents, and state agencies.

Key Responsibilities:

- **Student Enrollment:** Manage new student applications, admissions, and registration processes.
- **Lottery/Enrollment:** Oversee student lottery processes and ensure compliance with enrollment policies.
- **Attendance Coding:** Accurately record and maintain attendance data in accordance with school and state guidelines.
- **PMR/State Reporting:** Prepare and submit required state reports, ensuring data accuracy and compliance.
- **ParentSquare Management:** Maintain communication systems and assist with parent engagement.
- **Demographic Updates:** Ensure student records are up-to-date with the latest demographic information.
- **Master Schedule Creation:** Develop and manage the master schedule to optimize class offerings and teacher assignments.
- **Student Scheduling & Schedule Changes:** Input student course selections and make necessary adjustments.
- **Health Assessments & Immunizations:** Maintain accurate health records and ensure compliance with immunization requirements.
- **Staff & Parent Portal Management:** Support staff and families in accessing and utilizing online school portals.

Qualifications:

- Experience with student information systems (Infinite Campus experience preferred).
- Knowledge of state reporting requirements and educational compliance standards.
- Strong attention to detail and ability to manage large sets of data.
- Excellent communication and organizational skills.
- Ability to work collaboratively with administrators, teachers, and parents.