



Student Information Specialist

Reports to: Administrative Services Manager

Position Status: Full Time, Hourly - Non-Exempt

Momentous Institute is a not-for-profit organization with a hundred-year history of serving children and families. Momentous School is an accredited laboratory school educating 248 inner city children from three years of age through fifth grade. The school has a proven record of accomplishment of excellence, demonstrating that children living in urban and low-income settings are capable of remarkable achievements when participating in a true community school.

Role: The Student Information System (SIS) Specialist will be responsible for coordinating and analyzing student administrative information in Rediker SIS including but not limited to: demographics, attendance, grades, and health records as well as staff training and support. This includes ensuring Momentous School maintains student information and data reporting in line with organizational, local, state, federal laws, codes, policies, guidelines, and rules. The SIS will work collaboratively within Momentous School and IT to support employees and Momentous School children and families.

Action and Responsibilities:

Student Data Tracking

- Yearly update of report card standards as needed, both English and Spanish.
- Printing report cards with Director of Curriculum and Instruction.
- Maintaining student files including report card updates.
- Inputting tardies daily, monitoring daily attendance, and printing monthly attendance reports.
- Updating student and parent contact information periodically.
- School Registration and applications processes.
- Setting family fees yearly.
- Managing all school requests for student records.
- Preparing and provide packets for students requested by families as needed.
- Maintaining attendance and report cards.

Other duties and responsibilities

- Collaborating with school leadership to schedule admissions screenings for all grade levels.
- Maintaining and provide student documentation to Research as needed.
- Support students and staff use of clinic.
- Support Momentous Institute with other duties as assigned including mail distribution.

Personal Attributes:

- Demonstrate high standards of personal integrity and excellent interpersonal skills
- Organized and detail oriented, with thorough follow through
- Ability to analyze and solve problems efficiently
- Demonstrated commitment to working in an organization dedicated to building and repairing social and emotional health so all kids can reach their full potential.

Qualifications

- Bilingual in English and Spanish Required
- High School diploma
- Two years of college preferred
- Two + years of experience as administrative assistant
- Strong technical background including knowledge of SQL, Crystal Reports or data base theory preferred.

The ideal candidate will exhibit Momentous Institute's core values:

Commitment, Cultural Humility, Innovation, Respectfulness, Stewardship

Physical Demands:

- Mostly requires remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires moving about to accomplish tasks or moving from one worksite to another.
- Must be able to lift and move objects up to 20lbs in all directions.
- Requires being able to communicate with others to exchange information.
- Requires repeating motions that may include the wrists, hands and/or fingers consistently
- Constantly required to assess the accuracy, neatness and thoroughness of the work assigned.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

To apply please submit letter and resume to:

Bridgette Contreras

Administrative Services Manager

bcontreras@momenotusinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.