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| ***Ware County School System Job Description Classified Personnel*** | | | | | | | |
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| **Site:** | | | | **Central Office** | | | |
| **Position Title:** | | | | **FTE/SIS Assistant Coordinator** | | | |
| **Reports To:** | | | | **Director of Technology** | | | |
| **Work Year:** | | | | **As determined by approved work schedule** | | | |
| **FLSA Status:** | | | | **X Exempt** | **Non-Exempt** | | |
| **Primary Function:** | | | | **Maintain the day-to-day operations of the Student Information System (SIS)** | | | |
| **Qualifications:** | | | |  | | | |
|  |  | **Educational Level:** | | **Graduate of technical school or junior college with experience in a related field. (Equivalent work experience in a programming environment, or a technical/analytical field)** | | | |
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|  | | **Certification/Licensing:** | | **None** | | | |
|  | | **Proficiency Skills:** | | **Must have excellent computer operations skills** | | | |
|  | | **Personal Skills:** | | **Strong organizational and accuracy skills** | | | |
|  | | **Physical Skills:** | | **Keyboarding** | | | |
| **Essential Duties:** | | | | | | | |
| **1.** | | | **Maintains a pattern of prompt and regular attendance.** | | | **S** | **NI** |
| **2.** | | | **Demonstrates appropriate communication skills as applicable for the job.** | | | **S** | **NI** |
| **3.** | | | **Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.** | | | **S** | **NI** |
| **4.** | | | **Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.** | | | **S** | **NI** |
| **5.** | | | **Shows initiative and assumes responsibility for all aspects of job responsibilities.** | | | **S** | **NI** |
| **6.** | | | **Performs routine duties and tasks with little or no direct supervision.** | | | **S** | **NI** |
| **7.** | | | **Limits personal business and phone calls to a minimum during work hours.** | | | **S** | **NI** |
| **8.** | | | **Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.** | | | **S** | **NI** |
| **9.** | | | **Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.** | | | **S** | **NI** |
| **10.** | | | **Maintains confidentiality of sensitive information and materials.** | | | **S** | **NI** |
| **11.** | | | **Maintains a professional appearance as appropriate for job responsibilities.** | | | **S** | **NI** |
| **12.** | | | **Exhibits time on task, a flexible, cooperative and hard-working attitude.** | | | **S** | **NI** |
| **13.** | | | **Takes direction and guidance from supervisors in a cooperative manner.** | | | **S** | **NI** |
| **14.** | | | **Maintains the day-to-day operations of the Student Information System (SIS).** | | | **S** | **NI** |
| **15.** | | | **Coordinates the data collection activities of the schools.** | | | **S** | **NI** |
| **16.** | | | **Manages the Student Information System (SIS) effectively.** | | | **S** | **NI** |
| **17.** | | | **Meets deadlines and accurately reports FTE to state/federal agencies.** | | | **S** | **NI** |
| **18.** | | | **Provides data collections which currently include FTE, Student Class, Student Records, Pre-ID Labels, CCRPI, CRDC, Assessment Mismatch, and any other required reports.** | | | **S** | **NI** |
| **19.** | | | **Provides reports from SIS for administrative staff.** | | | **S** | **NI** |
| **20.** | | | **Assists schools in database queries, printing reports, and troubleshooting.** | | | **S** | **NI** |
| **21.** | | | **Coordinates resources and schedules jobs and requests to meet deadlines.** | | | **S** | **NI** |
| **22.** | | | **Validates new features of the SIS.** | | | **S** | **NI** |
| **23.** | | | **Trains users in the SIS software modules used by the system.** | | | **S** | **NI** |
| **24.** | | | **Maintains current knowledge of all SIS modules used by the system.** | | | **S** | **NI** |
| **25.** | | | **Participates in local/state SIS user groups and attends conferences to stay current on products and developments of the SIS.** | | | **S** | **NI** |
| **26.** | | | **Performs as the District Super User for TLE** | | | **S** | **NI** |
| **27.** | | | **Performs any other duties as assigned by the director or superintendent.** | | | **S** | **NI** |
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