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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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