



## Columbia County School District Job Description

<b>Position Title:</b> Student Information Specialist		
<b>Department:</b> Technology	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Chief Technology Officer in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade P	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Technology Officer		

### MINIMUM QUALIFICATIONS

**Education:** Bachelor’s Degree in computer science, programming, education or a related field.

**Essential Knowledge/Skills:** Proficient in computer data manipulation; Strong verbal and written communications required; Strong familiarity of Traffic Software Integrated Software (TSIS); Knowledge of Microsoft Access and K-edit; Knowledge of Georgia state laws as they pertain to student data and state reporting.

**Experience:** Minimum of two years of experience in data administration and four years of experience working with Georgia schools, preferably two years in a high school.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**Job Function:** Provides administrative assistance in planning, input, maintenance and reporting of system data to the State Department of Education and other state agencies. Provides support to all schools and departments in an effort to ensure consistency and accuracy of system student data.

- Maintains a uniform system of codes (courses, discipline, graduation, entry, withdrawal, etc.)
- Verifies and maximizes district funding through verification of FTE reporting.
- Provides assistance to all schools in resolving complicated scheduling and grade reporting problems.
- Assists all high schools with the production of HOPE Scholarship Reports and other state required reports.
- Serves as liaison to the system’s FTE Coordinator.
- Serves as the Student Data Record Coordinator.
- Verifies accuracy of the schools’ masters schedules related to CPI reporting.
- Maintains system-wide school calendar to include twenty-day attendance reporting periods.
- Assures verification of twenty-day attendance data.
- Assists in the overall maintenance of system data providing support when necessary to ensure consistency and accuracy.
- Learns any new DOE software implementations and trains school administrative staff in the use of new requirements.
- Performs other duties as assigned by the Chief Technology Officer.

## **IMPORTANT NOTES**

### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** June 2017