

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

## STUDENT DATA SPECIALIST

#### QUALIFICATIONS:

- (1) Bachelor's Degree or higher from an accredited educational institution preferred. Related or technical experience may be substituted on a year-for-year basis for the preferred college education.
- (2) Minimum of three years' school based student data support experience preferred

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to input/retrieve student data. Knowledge of student data requirements. Knowledge of student data system functionality. Ability to prepare and maintain complex manual and automated records. Ability to establish and maintain working relationships with all levels of school and district personnel. Effective written and oral communication skills.

#### REPORTS TO:

Director of MIS

#### JOB GOAL

To support the program and goals of the student data system function, and assist schools in all matters concerning student data.

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as specialist and counselor to School Based Data Entry Operators regarding daily functions of Student Data System.
- (2) Process and maintain records of all applications for Student Data that are requested by schools.
- (3) Access and interpret student data from the Student Information System.
- (4) Serve as advisor to school based Data Entry Operators and other school personnel by providing requested information and resolving issues related to student data.
- (5) Assist other MIS Personnel in providing data services for the District.
- (6) Download or prepare monthly files and reports for the district and DOE (including but not limited to – Driver's License, Missing Children's, Discipline suspensions, Medicaid, McKay, Food Service Direct certification reports).
- (7) Provide Discipline Reports for District Response -To- Intervention personnel.
- (8) Produce on-demand ad hoc reports and data retrieval for District and school personnel.
- (9) Assist with the collecting, editing, verifying, and reporting data formats required by DOE for all Survey periods and FTE reporting.
- (10) Perform data entry for Hospital/Homebound and District Virtual Schools.
- (11) Train appropriate personnel in the uses of the district Student Information System.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- (13) Other duties assigned by the immediate administrator or supervisor.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**STUDENT DATA SPECIALIST (Continued)**

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 1-6  
12 months  
7.5 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.