



Columbia County School District Job Description

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

MINIMUM QUALIFICATIONS

Education: Associates Degree or advanced technical training with a proven record of performance

Essential Knowledge/Skills: Skilled in computer networking and data manipulation, experience in remote support and instruction

Experience: At least two years working with a school system, at least five years working with data processing

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

- Assist with long term software adjustments and solutions
- Train users on new features of the student information application
- Provide support for all schools and departments related to administrative computer access and program operating problems as related to the student information application
- Support users in the day to day activities associated with the TSIS application
- Answer questions or resolve problems via telephone or e-mail specific to the TSIS system
- Assists with the setup of printers specific to the TSIS
- Assists with setup of scripts that allow access to TSIS
- Assists in gathering and filing information for training on TSIS
- Assists in running reports, packaging and mailing information to the schools for:
 - 20 Day enrollment
 - FTE Verification which includes ESOL reports, Special Services reports, Gifted reports
 - SSN verification reports
 - SDR reports
 - Data discrepancy checking reports
- Assist in printing labels as requested by the schools
- Assist with gathering and preparing materials for training on the TSIS system
- Prints and files state FTE reports
- Assists school with obtaining reports for:
 - OCR
 - Homeroom Lists
 - HOPE Lists
 - High School Programs of Study
 - PK classes

- Lists for Testing
- Lists for School Pictures
- Lists for the Armed Services
- Absentee Reports
- Discipline Reports

- Organizes and files reports
- Assists with documentation on TSIS software changes
- Documents and distributes procedure changes for the schools as the TSIS software changes
- Assists with setup of new software modules for all schools
- Assists with setup of new report modules as software versions change
- Assists with year-end processing

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: November 2015