



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Student Information Specialist/Payroll Clerk

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent
2. Ability to review, interpret, and maintain highly technical information
3. Ability to maintain close attention to detail
4. Ability to analyze situations to define issues and draw conclusions
5. Ability to communicate effectively
6. Ability to understand and carry out directions independently
7. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

None; however, may provide student level database technical direction to other staff, including secretaries, teachers, counselors, and administrators

REPORTS TO

Superintendent for all matters pertaining to the Student Information Specialist job

Business Manager for all matters pertaining to the Payroll Clerk job

JOB GOAL

Student Information Specialist: To maintain the district's student level database system, export district data to the state department and third party programs/systems; train and support school staff with student data entry and exports, and stay abreast of and communicate state requirements for data entry, collection, and dissemination

Payroll Clerk: To provide accurate and prompt handling of all payroll matters

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

STUDENT INFORMATION SPECIALIST

1. Work closely with district personnel, school secretaries, counselors, and other staff as required
2. Train school secretaries and other appropriate staff with data entry and analysis
3. Analyze data and troubleshoot every aspect of the student level database system
4. Export data from the student level database program into third party programs/systems for district use as requested
5. Audit and verify all data submitted to the Mississippi Student Information System or third party programs/systems
6. Create reports, such as attendance, assessment, and enrollment, as requested
7. Release student from the district to other districts in Mississippi through the Mississippi Student Information System
8. Prepare a variety of specialized local, federal, and state required reports
9. Organizes material for efficient reporting and retrieval
10. Perform other duties as assigned

PAYROLL CLERK

1. Process payroll information through the computer, including loading documents, deduction corrections and adjustments to information that is already in the computer system
2. Process W-4 forms for all personnel
3. Process time reporting documents for all pay locations, verify accuracy, and balance absence and substitute days
4. Maintain and check vacation and sick leave balances on employees in accordance with established policy
5. Process and distribute the completed payroll in accordance with the payroll schedules
6. Process and balance time reporting documents, payroll checks, and deductions on payroll checks
7. Answer questions concerning time reporting documents, payroll checks, and deductions on payroll checks
8. Fill out various forms dealing with wages and deductions as follows: Retirement, Social Security, Welfare, Unemployment, and Answer to Garnishment
9. Prepare W-2 payroll forms
10. File monthly, quarterly and annual reports
11. Update all certified and classified salaries at the beginning of each school year
12. Process all payroll/personnel changes during current school year
13. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.