



SCHOOL OFFICE ASSOCIATE II – DATA TECH

GENERAL RESPONSIBILITIES

Perform various tasks related to the use and maintenance of the various student information systems.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the gradebook manager.
- Coordinate data entry in the master schedule.
- Run student information system reports and processes.
- Serve as a backup to the attendance secretary.
- Develop and run various queries for school personnel.
- Coordinate student data entry.
- Run and review edit reports.
- Attend student information system focus group meetings.
- Serve as the primary contact between the school and the Customer Support Center of the Department of Technology.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of standard school routines and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to prepare and maintain computerized records and systems; basic knowledge of student information systems; keyboarding skills as well as word processing and spreadsheet skills are required; ten-key numeric keypad entry skills are desirable.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Preferred:

Coursework and training in computer software and the utilization of computers.

Previous experience in the use of the current student information system.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 12/08, 7/20
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