BERKELEY COUNTY SCHOOL DISTRICT
JOB DESCRIPTION

Title: Elementary Level Student Information Operator (PowerSchool) (C)

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission, and Goals** are achieved. Performs clerical and data processing duties of moderate variety and complexity to maintain accurate and up-to-date student records. Provides assistance to supervisor, co-workers, students, and the general public as required. Position reports to the school principal or assistant principal as assigned.

ESSENTIAL FUNCTIONS

Registers new and returning students and verifies residency, eligibility, and guardianship in a timely manner. Requests records, assists with withdrawing students, and sends records as needed. Contacts and/or corresponds with other schools or agencies to complete student registration records.

Utilizes the computerized student information managements system (SIS) to enter/maintain database on student information to include, but not limited to, student's demographic data, emergency/medical information, special education programs, attendance, discipline, grades, and entry/withdrawal records.

Prepares cumulative folders for all students. Maintains confidential student records, related school records, transcripts, reports, database, and correspondence records as needed. Collects student immunization, proof of birth, residency documents, etc. Performs duties in SIS to complete enrollment and enrollment corrections. Accurately maintains information related to student enrollment, promotion, retention as applicable. Updates and purges student permanent records as directed by the Office of Technology. Maintains secure records in compliance with BCSD policies.

Helps verify residency and guardianship information with assistance from administration as needed. Assists in ensuring that guardian alerts are coded accurately and maintains them in the Student Information System (SIS).

Must be familiar with divorce decrees, custody orders, DSS notifications, McKinney Vento Act, rights of ELL (English Language Learners) families, and other legal documents. Must work, as necessary, with DSS, local school designated Social Workers, and other outside agencies. Records requests must be completed in a timely manner. Must understand the importance of Special Education and ELL records.

Monitors and records all attendance information that is essential to student record keeping, including but not limited to daily absences, tardies, early dismissals, in-school suspension, homebound instruction, out-of- school suspensions and withdrawals as well as files all related attendance information. Reconciles/Audits attendance on a weekly basis to ensure ISS, OSS, etc. are recorded appropriately to align with Discipline recordings as well as ensuring Homebound attendance coding aligns with state funding coding. Utilizes provided data validation tools to ensure accurate attendance records.

Issues passes to students that arrive late to school and enters into SIS with reason for tardiness. Issues and processes all requests for early dismissal and ensures parental consent. Enters into SIS with reason for dismissal. Determines if absence/tardy is lawful or unlawful and records appropriate code.

Identifies and refers students with excessive absences to appropriate school administrator(s) and school Social Worker; prepares parent notifications in a timely manner. Identify truant students based on BCSD Attendance

Policy. Schedule and conduct Attendance Intervention Plan (AIP) meeting. Enter AIP data into SIS as required for state reporting.

Enters/updates master schedule provided by administration into the SIS which show courses, classroom, time-periods, teachers, and other relevant information; runs student schedules and inputs changes and corrections.

Adds and drops students to/from proper class rosters as directed by administration.

Enters employee information as required for state reporting.

Processes and records student transfer/withdrawals from student information system, prints withdrawal forms, and reports as necessary for parents and school officials. Verifies student withdrawal/enrollment/transfer in order to code appropriately for School, District and State Reporting.

Enters, manages, verifies, and responds to queries about all school-based student data for all reporting processes using the SIS. Generates and customizes computer forms and reports using a variety of software programs.

Maintains attendance/enrollment figures efficiently for all grade levels, classifies and enters student records with current funding codes (EFA, EIA, CERDEP, High Achieving, etc.). Reconciles students added and dropped on a monthly basis.

Audits school files/coding monthly and meets with necessary school personnel (ELL, SPED, Counselors, etc.) to ensure accuracy for state funding and precoding. Ensures the Completion of quarterly reports to the Office of Technology.

Coordinates the electronic transfer of student grades from teachers after ensuring grade verifications are complete; collects grades from teachers in a timely manner and calculates honor rolls and prints report cards.

Ensures computer data security and integrity.

Clears data discrepancies for end of year and ensures student coding is accurate for closing out computer database for academic year.

Works with administration to set up database for new academic year.

Handles confidential documents in an appropriate manner and maintains confidential files and records. Maintains appropriate confidentiality regarding school/workplace matters. Maintains current knowledge of legal requirements for protecting student information.

Attends meetings, trainings, workshops, etc. as appropriate to enhance and maintain knowledge and skills with specific emphasis on the use of SIS and state reporting.

Performs duties in a courteous and professional manner. Meets, greets, and deals effectively with the general public, staff members, students, parents, administrators, and other contact persons using tact and good judgment. Assists parents and/or school personnel in obtaining needed documentation, verifications, transcripts, or records for meetings, projects, planning or legal proceedings. Exhibits interpersonal and collaboration skills to work as an effective team member. Assists parents with online SIS accounts as necessary.

Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.

Provides assistance and/or training to staff in the use of the SIS.

Adheres to and assists in enforcing school system rules, administrative procedures, local board policies, and state and federal regulations.

Performs other duties and responsibilities as assigned/required by supervisor.

JOB SPECIFICATIONS

Education and Experience:

Position requires a high school diploma or equivalent as well as a degree in Business or three years of verified secretarial, business, or technical related experience.

Knowledge:

The Job requires knowledge of grammar, spelling, and punctuation along with working knowledge of departmental policies, procedures, and operations. Requires general knowledge of modern office equipment such as copiers and computers.

Skills/Effort:

The job requires good written and verbal communication, time management skills, organization and basic mathematical, and telephone skills. Requires ability to interact with co-workers, students, and school staff in a courteous and professional manner. Requires ability to follow directions of supervisor, demonstrate initiative and follow-through on assignments during unsupervised times during the day.

Working Conditions:

Working conditions are an office environment with varying levels of noise and interruptions during the day with no exposure to environmental conditions. The physical demands include lifting/moving up to 35 lbs. Berkeley County is a smoke-free district. Must be able to work under pressure and prioritize tasks.

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Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____