BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: HS Level Student Information Operator (PowerSchool) 9-12 (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

Assist with Registering new and returning students and eligibility, in a timely manner. Requests records, assists in 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.

May give school tours to new and prospective students and family members.

Helps verify residency and guardianship information with assistance from administration as needed. 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. Must understand the importance of Special Education and ELL records. Assists in ensuring that guardian alerts are coded accurately and helps maintains them in the Student Information System (SIS).

Assists with preparation of master schedules 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 including virtual and Dual Enrollment courses.

Assists with daily attendance activity as necessary, which includes, but is not limited to, entering attendance data (tardy, dismissal, excused absences, etc.) as well as printing tardy passes.

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.

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 assist with the coding and completion of State Dropout Reporting and Graduation Rate reporting.

Coordinates the transfer of data between schools and the district.

Works with Counseling office to ensure accurate students transcripts are up to date, processed, printed, and stored as required.

Utilizes Diploma Order Tracking System (DOTS) as necessary to order student diplomas.

Enters, manages, verifies, and responds to queries about all school-based student data for all reporting processes using the SIS.

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

Generates and customizes computer forms and reports using a variety of software programs.

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 GPA for honor rolls / transcripts. Prints and stores quarterly report cards and progress reports.

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.

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:

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:

Job requires good written and verbal communication, time management skills, organization, 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; and demonstrate initiative and follow-through of 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.

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: _____