

EVANSTON TOWNSHIP HIGH SCHOOL

District #202

1600 Dodge Avenue

Evanston, IL 60204

www.eths.k12.il.us

POSITION: Student Records and Scheduling Specialist (School Scheduler)

REPORTS TO: Associate Principal for Instruction and Literacy

Purpose Statement: This position administers and supports the development of the master schedule, course catalog, and related scheduling artifacts, working collaboratively with Department Chairs, Counselors, and other key stakeholders to ensure a balanced, optimized schedule that meets students' requests and graduation requirements within functional and financial constraints.

MINIMUM EXPERIENCE AND EDUCATION:

- Bachelor's degree preferred. Extensive relevant experience may substitute for college degree.
- Two years' experience which must include creating documentation and supporting software applications required.
- Experience working as a high school scheduler preferred.
- Experience using Microsoft Excel, Word, and Outlook required. Experience using Google Sheets preferred.
- Experience with school management software strongly preferred.
- Experience with PowerSchool eSchoolPlus+ preferred.
- Experience working collaboratively with documents in Google suite preferred.
- Experience using on-line Form Builder such as Wufoo preferred.
- Experience retrieving and manipulating data through a SQL interface preferred.
- Experience with or knowledge of ISBE \ IWAS \ SIS state course reporting requirements preferred.

SKILL REQUIREMENTS/QUALIFICATIONS/KNOWLEDGE:

- Understanding or ability to quickly understand school processes and data related to scheduling, , demographics, and grading required.
- Strong analytical, problem-solving, and decision-making skills, with ability to weigh and balance numerous factors such as space, conflicts and deadlines.
- Self-motivated, detail-oriented, and organized approach to work activities.
- Ability to work collaboratively with stakeholders.
- Ability to work both independently and in a team-oriented environment.
- Eagerness to learn and implement use of new technology solutions.

- Excellent interpersonal skills, written and verbal communication skills.
- Excellent ability to independently prioritize demands, work efficiently under tight deadlines, and resolve issues.
- Strong customer service focus.

ESSENTIAL JOB FUNCTIONS:

This position supports the administration, operation, development, and testing of the enterprise system applications used by the district to create and maintain scheduling artifacts. This position ensures a stable computing environment by performing the following duties: administering the systems, documenting processes, supporting staff on their use of software, reviewing and testing configurations of application products (releases, product changes, service packs, and fixes), and tracking solutions.

- Maintain and develop master course schedule for students, teachers, and classrooms each year.
- Work with Department Chairs to optimize the master schedule for the coming year, balancing teacher constraints and requests while maximizing the number of students scheduled in requested courses.
- Develop and support processes and tools used to enter, gather, and report on student requests.
- Develop and support processes and tools used to review and balance the number and type of course sections offered within financial constraints. Work with counselors and other staff to gather course requests and assist in the maintenance and development of course schedules.
- Maintain eSchoolPlus+ course catalog, including state reporting and graduation requirement elements.
- Research technical processes to identify solutions, resolve problems, or improve efficiency.
- Gather data, develop and distribute reports.
- Manage student course request process, including teacher recommendations.
- Schedule students for classes and study halls, utilizing eSchoolPlus+ mass scheduler, including balancing course sections and resolving schedule conflicts.
- Provide data and insight for course sectioning process.
- Provide training and support for counselors with student scheduling.
- Provide training and support to academic department chairs and school administrators in managing course schedules and teacher loads.
- Communicate clearly and follow up with teachers, counselors, and administrators.
- Troubleshoot problems with systems, engage appropriate resources to achieve resolution.
- Develop and/or maintain documentation of procedures and processes.
- Participate in IS application testing for updates / upgrades of student information system software.

- Collaborate with the Information Services Team/Enterprise Applications Team.
- Participate as an effective member of the Curriculum & Instruction Team.
- Perform other duties as assigned.

TERM OF EMPLOYMENT: 12 Months

This position is subject to a vacation blackout period between May 1 and August 31, during which vacation days cannot be used except under special circumstances with prior written approval from the immediate supervisor.

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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