

FAYETTE COUNTY PUBLIC SCHOOLS

Student Information System Operator Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School
REPORTS TO:	Principal and/or designated school-based administrators
SALARY SCHEDULE:	Classified Salary Schedule
PAY GRADE:	4080

FLSA STATUS:	Non-Exempt
WORK CALENDAR:	210 Days 8 Hr/Day
APPROVED (Board):	
REVISED:	November 2024; September 2023; September 2022; March 2022; February 2018

SUMMARY: Manage and maintain the integrity of all data that reside within the Student Information System for the local school

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Ensure the smooth and efficient operation of the school office for maximum positive impact on the education of students
3. Perform usual office routines and practices associated with a busy and efficient office
4. Ensure confidentiality and security of all student and staff information maintained in the student information system
5. Maintain student information system
6. Enroll and withdraw students, including the updating of student demographic data
7. Register, schedule and withdraw students
8. Develop course and class information based on Georgia Department of Education guidelines
9. Maintain student attendance records; enter student attendance information and print reports for verification daily
10. Update and maintain student transcript records; forward and receive ongoing information that may apply to student transcripts from other educational sources
11. Close out student record files and schedules each year. Create new files at the beginning of the school year
12. Update and maintain student test history records
13. Oversee or participate in the implementation and setup of grades, import/export processes, in school sites, where applicable and ensure integration with student data information
14. Ensure accuracy of data entries for FTE reports and other required/requested reports
15. Produce documents and materials for Georgia Department of Education State Reporting processes which include FTE Count, Class Size, Pre-ID labels, Summer Graduates Collection, GTID, GKIDS, Bright from the Start and Student Record Collection
16. Create export files for use with other applications for other users, as requested
17. Generate requested reports from the student information system database (FTE, HOPE (HS only), student data records, discipline reports, Clever, Dreambox, etc.)
18. Prepare reports for FTE counts and complete year-end processing
19. Correspond with parents/guardians regarding student records
20. Participate in initial and update training
21. Ability to be present at the physical worksite
22. Must be able to properly and consistently supervise students, particularly during emergency situations
23. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent
Keyboarding, telephone and filing skills
Proficiency in the use of administrative technology
Excellent problem-solving skills
Ability to efficiently manage multiple tasks simultaneously
Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Proficiency in a variety of computer software programs including Microsoft Office
Experience in an office setting as a secretary, administrative assistant, office manager, or comparable position
Experience in a school setting

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.