



Building Information Specialist-Middle School

Purpose Statement

The job of Building Information Specialist-Elementary is done for the purpose/s of acting as data processing specialist for assigned work site as a liaison to the District Information Technology Department; registering of students and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; overseeing all student academic and attendance files; problem solving in all data processing packages in use at the site; and providing secretarial support to site administrative team, information and/or direction as assigned.

This Job reports to Assigned Supervisor

Essential Functions

- Assists in developing master class schedule for the purpose of ensuring student course and class size requirements are accurate. Enters all computer data (e.g. demographics, course master, instructor master, etc.) for the purpose of ensuring student course, instructor and class size requirements are accurate.
- Assists the transportation department with accuracy of student information for the purpose of ensuring student safety and bus route efficiency are maintained.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Enters related computer data (e.g. demographics, course master, instructor master, etc.) for the purpose of ensuring student course, instructor, and class size requirements are accurate.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Exemplifies necessary professionalism in all interactions (e.g. families, staff, community members, etc.) for the purpose of contributing to a positive school environment.
- Maintains student activity accounts for the purpose of ensuring accuracy in accordance with district policy.
- Maintains a variety of manual and electronic documents, files, and records (e.g. Residency, grades, transcripts, student information, release of information requests, report cards, posting of transfer grades, access to student information system, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages enrollment procedures (e.g. locker assignment, computer log in, notification of new students to appropriate personnel, schedule preparation, busing, etc.) for the purpose of assisting in addressing student enrollment procedures.
- Oversees a variety of student processes (e.g. new enrollments, pre-registration, transfers, grade cards, Renaissance Cards, end of year awards activities, recognition activities, etc.) for the purpose of ensuring accurate implementation and completion of vital District student activities and processes.
- Performs enrollment and withdrawal activities for the purpose of complying with established requirements.

- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, bulletins, periodic reports, assessment tests, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of written and electronic information (e.g. transcript additions, GPA points, program designations, resident affidavit renewals, student attendance, etc.) for the purpose of ensuring that information is available in an accurate and timely manner.
- Processes pre-registration for spring, scheduling and counselor assignments for the purpose of providing required information in response to enrollment requirements.
- Provides preliminary secretarial support to District's summer school program (e.g. collects applications, enters student enrollment and schedule in database, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Supports counselors with the standardize testing (e.g. coordinates schedules and class lists, forwards MAP EOC results to appropriate new schools for drop students, etc.) for the purpose of delivering testing services in compliance with established guidelines.
- Supports teachers, parents, and students for the purpose of ensuring communication, completion of administrative support functions.
- Supports site administrative team (e.g. Notary, voter deputy, operation of office, Open House, teacher- end- of-year checkout, electronic timekeeping system manager, building safety, etc.) for the purpose of providing assistance with their functions and responsibilities.

Marginal Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; preparing and maintaining accurate records; analyzing data; customer service; planning and managing projects; and screening telephone calls.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette; grammar, spelling and punctuation, keyboarding; office practices; required student enrollment and withdrawal processes; and required attendance processes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; reading, writing and communicating clearly in English; accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; dealing with frequent interruptions; diffusing argumentative behavior; displaying tact and courtesy; meeting deadlines and schedules; multi-tasking; organizing tasks; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

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 fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Salary Grade



Approval Date: _____

Revised Date: _____

Empowering students to be lifelong learners prepared for the future.