



FRANCIS HOWELL SCHOOL DISTRICT - JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT – BUILDING INFORMATION SPECIALIST - ELEMENTARY

Location:

- | | | | |
|--|--|--|---|
| ☐ Central Admin. | ☐ Annex | ☐ Burbes Bldg. | ☒ Daniel Boone EL |
| ☒ Becky-David EL | ☒ Castlio EL | ☒ Central EL | ☒ Independence EL |
| ☒ Fairmount EL | ☒ Harvest Ridge EL | ☒ Henderson EL | ☐ ME Bryan MS |
| ☒ J. Weldon EL | ☒ Warren EL | ☐ Barnwell MS | ☐ FHCHS |
| ☐ FHMS | ☐ Hollenbeck MS | ☐ Saeger MS | ☐ Heritage |
| ☐ FHHS | ☐ FHNHS | ☐ FH Union | |
| ☐ EC FEC-Hackmann | ☐ EC FEC-Central | ☐ EC FEC Meadows Pkwy | |

Date (Original): 9/8/2003 Date (Revised): 07/11/2011

Reports to (Title): Site Administrator & Manager, Information Services

To be completed by Human Resources: FLSA Status: ☐ Exempt ☒ Nonexempt

EEO Category: 15

Organization Title: BLDG INFO SPECIALIST

Pay Grade: 16

Job Class Abbreviation: BIS

Job Class #: 7010

Bargaining Unit: SUPP

JOB SUMMARY/PURPOSE: Acts as data processing specialist for assigned work site and as a liaison to the District Information Technology Department, registrar and outside entities. Responsible for the site data integrity, confidential data entry into Master Schedule, report generation, and problem solving in all mainframe data processing packages in use at the site.

MINIMUM QUALIFICATIONS:

Education - High school graduate or equivalent combination of experience and training which would provide the required knowledge, skills and abilities.

Knowledge/Skills – Must meet District clerical testing requirements of 45 NWPM. Broad knowledge of general office skills, operations of basic mathematics, working knowledge of computers. Verbal and written communications skills; word processing, development of spreadsheets, operations of 10-key calculator by touch. Skilled at organizing and planning of work, detail oriented, communicates in a positive manner with others, and handles responsibilities in a timely, efficient and accurate manner. Works well under high stress situations with deadlines.

Experience - Prefer post-secondary education/experience with knowledge of word-processing, spreadsheets, database software and internet preferred.

Must obtain and maintain notary designation as a condition of holding the position.

DUTIES/RESPONSIBILITIES:

1. Displays working knowledge of and assures the integrity of site mainframe data and reports any discrepancies to Site Administrator and/or the District information Technology Department.

DUTIES/RESPONSIBILITIES: (continued)

Examples of Work Performed:

- A. Generates and regularly distributes student data reports and performs site-based quality assurance of all data entered at that site, following District guidelines for quality control; i.e. FERPA, ELL, ethnicity, free & reduced meals, transportation, subdivision codes, active/inactive, SPECTRA, 504, internet denial, distance learning and special education disabilities, foster child, boundary exceptions, school choice, etc.
- B. Processes packages for enrollment, registration, attendance, scheduling, discipline, and student health records.
- C. Troubleshoots data retrieval problems at the site.

2. Serves as the site registrar in support of ensuring accurate enrollment data, following District and Board policies.

Examples of Work Performed:

- A. Enters students' household members & students' registration information and schedule into mainframe, assigns District ID number, MO state ID # (MOSIS), classroom teacher, and bus assignment. Conducts school tours and provides various District handouts and policies to new families/students.
- B. Reviews enrollment papers for completeness; i.e. immunizations are up-to-date, review custody papers. If necessary, adds child's name to "caution list" ensuring child's safety.
- C. Updates class roster and posts student's name, teacher & ID number in school's daily bulletin for staff notification. Updates office emergency binders.
- D. Requests student records from previous school. Informs classroom teacher when those records arrive and of any special needs the new student may have i.e. gifted, speech, vision, remedial reading or math.
- E. E-mails/fax bus garage of new student enrollment stating, starting date, student name and ID #, address, parents name, home phone number and bus slot.
- F. Informs Central Administrative Office if a new student is enrolling and does not speak English and English Language Learners (ELL) services are required.
- G. Affixes MAP testing stickers to active/inactive students' permanent cards yearly and forwards to appropriate middle schools in district when needed. If a student transferred out of district, mail stickers & testing results to new school.
- H. Add "red flags" in District database on students with health concerns, IEPs and legal documents on file and state reason.

3. Processes the transfer of student records.

Examples of Work Performed:

- A. Copies student's permanent/transcripts, health, discipline, and special education file and mails records to transferring school. Records in FERPA log.
- B. Summarizes final attendance for students transferring out of district. If student is going to be homeschooled, send home a lettering stating state laws and guidelines.
- C. Enters student drop date & reason in District's database and deletes schedule from mainframe. Posts transferring student's name, grade, teacher, ID# and location of transfer in daily bulletin for staff notification.

DUTIES/RESPONSIBILITIES: (continued)

- D. Gathers dropped student files i.e. permanent, health, discipline, gifted, special education and places in permanent drop files in record storage.

4. Processes student report cards.

Examples of Work Performed:

- A. Print students' report cards after grades are submitted by teachers quarterly to be sent home after principal review or when requested.
- B. Receive grade changes request from teachers & make appropriate grade adjustments in database.
- C. Print report cards for perm files if a student leaves during the school year. File fourth quarter report cards at end of school year.

5. Maintains students' discipline files.

Examples of Work Performed:

- A. Enters all discipline incidents in District database, types discipline letters and files.
- B. Adjusts student attendance records reflecting in-school or out-of-school suspensions.
- C. Runs individual discipline reports and building year-end discipline reports as needed by principals.

6. Assists with master scheduling.

Examples of Work Performed:

- A. Enters and updates all students' new grade information in mainframe.
- B. Update teachers listing and subject/classroom section assignment.
- C. Enter/assign students to core classes.
- D. Enter & update students to special area teachers' caseload (i.e.: Reading Recovery, Spectra, speech, LD, etc).
- E. Maintain and update special education fields in District database.
- F. Generates reports to ensure all students have a schedule & to delete duplicates.

7. Serves as site attendance secretary.

Examples of Work Performed:

- A. Enters student attendance data in mainframe daily and maintains attendance records on homebound students as needed.
- B. Generates quarterly student attendance reports for principals.
- C. Analyzes and corrects student attendance daily to ensure accurate reporting.
- D. Adjusts attendance from incoming parents/doctor notes and prearranged absence notes according to District policies (i.e. excused, religious). Enter in comment section of attendance database.
- E. Enter students' check-in and check-out times.
- F. Creates and sends out attendance and tardy letters to parents daily/weekly in accordance with District policies.
- G. On a daily basis, phones guardians to students who have incurred unreported absences.

DUTIES/RESPONSIBILITIES: (continued)

8. Coordinates annual updates of student and teacher data.

Examples of Work Performed:

- A. Enters and updates all students' new grade, classroom teacher information and schedule in District's database. Physically moves and separates student files in file cabinet under new teacher for upcoming new school year.
- B. Prepares and transfers all 5th grade files (perm, discipline, medical & sped) to middle schools.
- C. Updates all students' phone numbers, cell numbers and addresses to ensure mainframe data is current and student is within school boundaries.
- D. Updates teachers listing and section assignment in mainframe accordingly.
- E. Copies and mails permanent/transcripts, health, discipline and special education files of students' that are transferring to new schools.
- F. Print Scantron sheets out of Mastery Manager database for teachers. Inform IT of any discrepancies.

9. Coordinates yearly site kindergarten registration with site administrator.

Examples of Work Performed:

- A. Posts on Enews, school marquee and develops flyer (listing required documents for completing registration & dates) and distributes to entire student body notification of Kindergarten registration for upcoming school year.
- B. Cross references all preschool students' records with children that have not registered and calls for follow-up. Adds all preschool records received from District's early childhood centers to kindergarten files.
- C. Greets parents and students, explains registration process, reviews packet for completion and notarizes.
- D. Inputs all kindergarten personal data & household into District database as well as teacher, ID number, subdivision code, bus slot and student schedule.
- E. Creates 50-100+ permanent files: health, discipline & special education files as needed.
- F. Mails letters home to new kindergarten students informing them of kindergarten orientation date, their teacher, lunch procedures, school supplies and bus tags.

10. Provides secretarial services to the Site Administrative Team.

Examples of Work Performed:

- A. Serves as Notary.
- B. Assists Administrative Team and office staff with operation of office: answering phones, parents, students and school staff and daily student dismissal process.
- C. Assists w/teacher end-of-year checkout: collect keys, laptop, grade books, students files are in correct order and current information is recorded on perm card.
- D. Creates and maintains Infinite Campus reports as needed by Principals and staff.
- E. Updates bus routes as needed.

11. Provides preliminary secretarial support to District's summer school program.

Examples of Work Performed:

DUTIES/RESPONSIBILITIES: (continued)

- A. Collects applications for summer enrichment program.
- B. Enters summer school master schedule in mainframe.
- C. Enter student requests and/or schedule for summer school program.
- D. Completes other summer school tasks as requested.

12. Performs other duties as assigned or may be required.**Examples of Work Performed:**

- A. Types memos, correspondence and assists with projects for Principals/staff.
- B. Copies student records for subpoenas and records in FERPA log.
- C. Assists families in accessing Medicaid where appropriate.
- D. May cross-train in other secretarial functions.

PHYSICAL DEMANDS: (also see Physical Demands Checklist, attached)

While performing the duties of this position, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch and to lift up to 35 pounds. Specific vision abilities required include close vision, distance vision, the ability to adjust and focus and depth perception. The employee must independently transport him/herself to the job site as well as other sites in the District. Specific auditory abilities required include normal conversation, phone conversation and ability to isolate voices in multiple conversations.

WORK ENVIRONMENT / CONDITIONS:

The work setting involves performance in a school office environment with various levels of staff and students. The accomplishment of tasks is often interrupted by persons with special and/or immediate needs. Work conditions feature frequent demands to address conditions, problems, and conflicts that involve students, staff, and parents with diverse backgrounds and needs.

EQUIPMENT / TOOLS/ MATERIALS USED:

Personal computer, fax, copier, phone, 10 key calculator

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

TERMS OF EMPLOYMENT: Assigned to 250 day work calendar; up to 8 hours per day; compensation and benefits (Medical, Dental, Vision, Life) as provided by the Board of Education.

Prepared by: Taskforce

Approved by: David A. Kuhar

Job Title: _____

Job Title: Director, Human Resources

The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.