

# SCHOOL DISTRICT OF INDIAN RIVER COUNTY

## DATA SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Associate's degree from an accredited institution or high school diploma and two (2) years of job related experience.
- (2) Minimum of two (2) years of successful experience entering schedules, attendance and discipline data into a student information system (SIS).
- (3) Valid Florida's driver's license.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. Ability to communicate effectively both orally and in writing. Ability to handle details accurately. Demonstrated knowledge of modern office practices and procedures. Demonstrated ability to deal effectively with parents, students, teachers and the public. Ability to provide superior customer service.

#### REPORTS TO:

Senior Student Information Systems Administrator

#### JOB GOAL

To provide support to customers, analysts and users of the district student information system.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- (1) Performs data collection activities to collect and accurately input data in a timely fashion.
- (2) Maintains a working knowledge of data entry screens and report capabilities of the system.
- (3) Assists schools with scheduling, enrollment, and reporting data.
- (4) Prepares data-monitoring reports for teachers, school administrators and District departments as assigned.
- (5) With supervisor, establishes appropriate data collection procedures for required data, including student, school, and district level data.
- (6) Prepares error correction reports and assists with correction.
- (7) Assists with training of school and district staff on system usage and procedures.
- (8) Follows adopted policies and procedures in accordance with School Board priorities.
- (9) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.

##### Employee Qualities/Responsibilities

Board Approved: 06/15/2021

Revised: 06/10/2024

## **DATA SPECIALIST (Continued)**

- (10) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- (11) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (12) Ensure adherence to good safety standards.
- (13) Maintain confidentiality regarding school/workplace matters.
- (14) Model and maintain high ethical standards.
- (15) Maintain expertise in assigned area to fulfill position goals and objectives.
- (16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- (17) Exercise service orientation when working with others.
- (18) Keep supervisor informed of potential problems or unusual events.
- (19) Use effective, positive interpersonal communication skills.
- (20) Respond to inquiries and concerns in a timely manner.
- (21) Serve on district committees as required or appropriate.

### **System Support**

- (22) Exhibit interpersonal skills to work as an effective team member.
- (23) Follow federal and state laws as well as School Board policies, rules and regulations.
- (24) Demonstrate support for the school district and its goals and priorities.
- (25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (26) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (27) Participate in cross-training activities as required.
- (28) Perform other tasks consistent with the goals and objectives of this position.

## **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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## **TERMS OF EMPLOYMENT:**

Professional/Technical	Grade F	250 days worked per year (12 months)
FLSA Exempt		

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.