MHS Data Processor

QUALIFICATIONS:
1. High school diploma or equivalent.
2. Prior successful clerical experience preferred.

REPORTS TO: School Principal and the Director of Technology

JOB GOAL: To operate several computer programs at the location level. This includes, but is not limited to, PowerSchool, PowerTeacher, MSIS (Mississippi Student Information System), and EDULOG.

TYPICAL DUTIES AND RESPONSIBILITIES: Operates the Student Information System software, which, in connection with the office, includes but is not limited to the following:

1. Maintains confidentiality in compliance with FERPA laws and regulations.
2. Maintains the student database, to include entering and withdrawing students, and managing MSIS requests.
   a. Enters student data in MSIS for monthly certification.
   b. Maintains pre and post certification reports in Google Drive.
   c. Ensures students have the correct MSIS number.
   d. Validates MSIS number in MSIS
   e. Requests MSIS number as needed.
   f. Runs validations to prepare for monthly MSIS submissions.
   g. Submits monthly MSIS reports to the Department of Education, as required.
   h. Prints reports for MSIS after school and district passes.
   i. Participates in MSIS training.

3. Reports attendance and truancy data
   a. Ensures accuracy of attendance data entered by teachers, making corrections in PowerSchool as needed.
      i. Runs Teacher Missing Attendance Report and submits it to Dean of Student's office.
   b. Creates weekly attendance reports for principals and district administrators, detailing student attendance rates, absences and trends.
   c. Reports attendance and suspensions to truancy officers in a timely manner.
   d. Corrects errors from Attendance Reconciliation Report.
4. Manages PowerSchool
   a. Maintains the master schedule in PowerSchool.
   b. Verifies all teachers have a planning period.
   c. Verifies the teacher's role is correct for the class (teacher, proctor, etc.)
   d. Maintains and keeps current all student demographic information
   e. Verifies registration and enrollment for each student based on district policy.
   f. Validates bell schedules are properly assigned.

g. Runs averages and all failures every two weeks for administrators.
h. Prints failure reports after progress reports and report cards are finalized.
i. Maintains teacher grade verification process for progress reports and report cards.
j. Processes grade changes according to policy.

k. Prints progress reports and report cards and maintains the academic progress records.
l. Assists with gradebooks and student scheduling of classes, as needed.
m. Completes schedule changes as requested by school administrators.
n. Maintains discipline records; Enters discipline referrals.
o. Manages powerschool teacher access
p. Imports photos.
q. Prints mailing labels.

4. Performs other tasks, as assigned by the Principal and other administrators, as designated by the Superintendent.
5. Demonstrates prompt and regular attendance.
6. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Pay rate based on assigned clerical pay schedule, reporting eight hours per day for 235 days per year, as assigned.

EVALUATION: Annually