

SCHOOL DISTRICT OF ST. JOHNS COUNTY

COMPUTER OPERATOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school graduate, general education diploma (GED), or equivalent if education is from a country outside of the United States.
- (2) Computer experience required.
- (3) Minimum of one year's clinical experience or graduate training program.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Department of Education Data requirements. Knowledge of business English, proper grammar usage and spelling. Knowledge of arithmetic. Ability to follow oral and written instructions. Ability to effectively communicate orally and in writing with faculty, parents and school or District administration. Skilled in typing from rough drafts, or copy at a rate of 40 SPM with five or less errors. Ability to operate common office machines, computers and software applications. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Assigned Supervisor

JOB GOAL

A staff member performing assigned duties involving data entry, processing operations, and related activities dealing with student records and other school reporting. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist in accuracy of FTE (Full-Time Equivalent) and reporting.
- *(2) Assist in the tracking of class sizes and compliance with the Class Size Amendment.
- *(3) Conduct student registrations, scheduling and withdrawal procedures.
- *(4) Assure proper handling, assimilation, compilation, storage and retrieval of student records and cumulative folders.
- *(5) Handle student transcript processing and transmission.
- *(6) Ensure proper data entry of MIS forms and ESE student data.
- *(7) Assist in the processing and accuracy of Report Cards.

COMPUTER OPERATOR (Continued)

- * (8) Correspond with ESE and Student Services regarding placement and attendance issues.
- * (9) Input the Master Schedule as directed and designed by School Administration.
- * (10) Attend Student Information Systems/State Reporting Training sessions.
- * (11) Perform assigned data entry and processing operations.
- * (12) Assist in implementation of data processing systems.
- * (13) File and maintain appropriate data files and reports.
- * (14) Spot-check and/or disseminate various data processing reports.
- * (15) Perform other duties as assigned by immediate supervisor.

Expectations of All Employees

- * (16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (17) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (18) Ensure adherence to good safety standards.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Model and maintain high ethical standards.
- * (21) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (23) Demonstrate initiative in the performance of assigned responsibilities.
- * (24) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! Program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (25) Respond to concerns, communication attempts, and inquiries in a timely manner.
- * (26) Exercise service orientation when working with others.
- * (27) Keep supervisor informed of potential problems or unusual events.
- * (28) Use effective, positive interpersonal communication skills.
- * (29) Serve on school/district committees as required or appropriate.

Professional Growth and Improvement

- * (30) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- * (31) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legislative requirements and character education.
- * (32) Engage in continuing improvement of professional skills and knowledge.

Systemic Functions

- * (33) Keep supervisor informed of potential problems or unusual events.
- * (34) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (35) Prepare all required reports and maintain all appropriate records.
- * (36) Demonstrate support for the school district and its goals and priorities.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (38) Participate in cross-training activities as required.

Leadership and Strategic Orientation

- * (39) Set high standards and expectations for self and others.

COMPUTER OPERATOR (Continued)

- *(40) Exhibit interpersonal skills to work as an effective team member.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

A typical day's activities include sitting for extending periods, standing, walking, bending, stooping, pushing, pulling, lifting, stretching, twisting, and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and grasping are also required to carry out essential functions.

Job Description Supplement #5

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

Approved compensation plan per current negotiated agreement.

12 month position.

8 hours per day.

EVALUATION:

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

POSITION CODE: 61296

Pay Type: 21

Pay Grade: Salary Schedule 5

FLSA: Non-exempt

BOARD APPROVED: April 1999

REVISED: May 2017; August 2019