

PUEBLO CITY SCHOOLS D60
PROFESSIONAL/TECHNICAL JOB DESCRIPTION

Job Title: Student Data Support Technician
Prepared Date: 04/20/2012
Revised Date: 7/2/2018
Work Year: 209 days
Department: Student Records and Reporting
Reports To: Supervisor of Student Records and Reporting
Salary Range: Student Data Support Salary Schedule
Benefits: Schedule B
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Student Data Support Technician is supporting the coordination and monitoring the development and submission of quality district data that is provided to the Colorado Department of Education (CDE) and utilized by the District. Facilitates knowledge of data requirements to multiple divisions and departments, including developing training protocols. Coordination of the October Pupil Count process. Monitors and supports student enrollment programs to include building registrars (secretaries).

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Five (5) years of secretarial/clerical experience
- Typing certificate at the rate of 40 W.P.M.
- Prior experience with Microsoft Office Suite
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- College Degree from accredited college or university
- Previous experience in public sector records management, i.e. a registrar's office setting
- Previous experience with Infinite Campus

- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of Windows-based computer systems, Infinite Campus, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Knowledge of database management and organizing detailed reports including charts and graphs
- Knowledge of federal and state laws that apply to student records and records retention
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of standard office practices and procedures
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to create and maintain a system for managing and maintaining large amounts of complex information
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions
- Excellent proofing skills; knowledge of English, proper grammar, style, syntax, spelling, and punctuation
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of

all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Work with parents, staff, administrators and community agencies to clarify, analyze and/or resolve complex enrollment issues.
- Plan, coordinate and deliver timely training to school secretaries throughout the year on key enrollment matters. Update and distribute training and related documentation.
- Provide ongoing enrollment support to school secretaries and school leadership.
- Coordinate the collection and organization of required school and program documentation for October Count and subsequent CDE Pupil Count audits.
- Support major department efforts, including Warm Body Count, School Choice and End-of-Year enrollment data collection and validation.
- Support and monitor enrollments, rosters and transcripts for Alternative Programs, such as Community Transition and Gateway to College.
- Coordinate and support preschool-to-kindergarten enrollment transition.
- Coordinate and support summer registration events.
- Support the planning, organization, and preparation to move the school district to a central registration process.

OTHER DUTIES:

- Perform any and all other duties as assigned by the Supervisor of Student Enrollment and Reporting

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.