# SCHOOL DISTRICT OF FLAGLER COUNTY
## JOB DESCRIPTION

## INFORMATION SYSTEMS (IS) COORDINATOR

**QUALIFICATIONS:**
   (1) High school diploma or equivalent.
   (2) Minimum of five (5) years previous experience and/or training involving data systems and data processing, preferably in a K-12 school setting.
   (3) Experience working with FLDOE FEFP rules and regulations.
   (4) Experience working with FLDOE FTE survey data validation and exception reports.
   (5) Experience working on group projects, coordinating goals, meeting deadlines.

**KNOWLEDGE, SKILLS AND ABILITIES**
   Ability to assist IS Support Specialist/IS Data Clerks/Registrars in all aspects of student applications, preferred. Ability to assist human resource/finance/payroll in all aspects of business applications, preferred. Knowledge of school management processes such as student schedules report cards, state reporting, preferred. Knowledge of school processes such as student attendance procedures, schedules, report cards, state reporting, preferred. Demonstrates effective oral and written communication skills. Ability to work on group projects, coordinating goals and meeting deadlines.

**REPORTS TO:**
   Executive Director of Instructional & Operational Innovation, Director of Information Systems.

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**JOB GOAL**

Assures that software is utilized fully and enhanced functionality is incorporated in user experience. This position is responsible for accurate data collection, analysis and reporting and provides recommendations on policy and procedure to the Director of IS. Must be able to support application users by providing a timely, courteous, knowledgeable and accurate response to questions/issues.

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**SUPERVISES**
   Information Systems Support Specialist, Information Systems Data Clerk, and Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**
   * (1) Work with all schools in meeting their IS/DOE/local goals and objectives that require system support.
   * (2) Work with IS Support Specialist and staff to ensure continued support and training related to student and business systems.
   * (3) Generate report through the software systems and data mining, in formats to best help end users.
   * (4) Keep director informed of potential problems or unusual events within software systems.
   * (6) Process State FTE/FEFP data, correct errors so all schools receive all funding that is due.
   (7) Participate in Information Systems training programs, and help pass on information to end users at all schools.
   (8) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
   (9) Respond to inquiries and concerns in a timely manner.
   (10) Perform other tasks consistent with the goals and objectives of this position.
   (11) Foster and develop a professional image.

**PHYSICAL REQUIREMENTS:**
   Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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.

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

*Essential Performance Responsibilities

**Salary Lane:  PAIZ**

**Flagler Schools Strategic Framework – Instructional and Operational Innovation**