

# FLAGLER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## INFORMATION SYSTEMS (IS) SUPPORT SPECIALIST

### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Minimum of Two (2) years previous experience and/or training involving data systems and data processing, preferably in a K-12 school setting.
- (3) Experience working with FLDOE FTE/FEFP rules and regulations.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input / output). Ability to manage time effectively. Knowledge in FTE procedures, membership and grade reporting procedures. Knowledge in attendance procedures. Ability to help organize registration procedures.

### REPORTS TO:

Director of Information Systems

### 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. Must be able to support applications users by providing a timely, courteous, knowledgeable and accurate response to questions/issues.

### SUPERVISES:

N/A

### PERFORMANCE RESPONSIBILITIES:

- \* (1) Work with school staff to ensure continued support and training related to student.
- \* (2) Assist in the schedule requests and setup, distribute student schedules, class list.
- \* (3) Process/Input as needed: student schedules, attendance, discipline, grades, transcripts, staff,
- \* (4) Keep supervisor informed of potential problems or unusual events within software system.
- \* (5) Generate reports through the software system and data mining, in formats to best help end users.
- \* (6) Process State FTE/FEFP data, correct errors so schools receive all funding that is due.
- (7) Participate in training programs and help pass on information to end users at 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.

Information Systems (IS) Support Specialist (continued)

**TECHNOLOGY ACCESS:** Student Information System

**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

**Job Description Supplement Code 1**

**Salary Lane: Support LFZ**