

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** IT Data Operator

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

### QUALIFICATIONS:

1. Associate's Degree or Higher.
2. Minimum of five (5) years experience in the operation of computers and data entry.
3. Must be able to word process or type 30-40 words per minute.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge needed to operate the computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to enter data, edit and correct as necessary. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Possess good interpersonal and communication skills. Knowledge of student database system. Knowledge of word processing programs. Knowledge of the internet. Ability to analyze and present data and findings in a logical and understandable format.

**REPORTS TO:** Director of Instruction

### JOB GOAL

To provide technical assistance and back-up support necessary to facilitate the operation of the Automated Student Record System and Management Information System functions as well as practical training for appropriate school and district staff.

**SUPERVISES:** N/A

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

1. Serve as the contact for school / District database users.
2. Provide telephone and on-site training to Student Information System users.
3. Monitor school operations and make recommendations to improve performance and efficiency.
4. Enter data as needed to assist schools / District in meeting reporting requirements.
5. Provide technical assistance to schools / District experiencing communications and/or hardware problems with database system.
6. Run programs to monitor school / District-level data entry activities.
7. Submit and monitor Gateway Student back-up program.
8. Maintain FTE hardware records per survey including all amendments.
9. Run edits, reports and assist in corrections to database as required by State DOE guidelines.
10. Assist schools with student scheduling.
11. Upload all test data.
12. Assist with Bright Futures Scholarship information, uploading to state.

13. Run jobs / programs needed by the District administrative staff.

**Inter / Intra-agency Communication and Delivery**

14. Visit, periodically, school sites to explain system modifications.
15. Assist in the preparation of manuals, guides, memoranda and instructions involving automated student record keeping system.
16. Serve as contact / liaison for school site and department data entry personnel.
17. Maintain the Student Information System.
18. Assist other agencies by downloading / uploading information as requested by the Director.
19. Communicate effectively with users/programmers, with all District/data entry personnel.
20. Assist in answering office telephones when needed.

**Employee Qualities / Responsibilities**

21. Maintain confidentiality and support the security efforts of the MIS department.
22. Participate in workshops and training sessions as required to update knowledge and skills.
23. Maintain work area in a safe and secure manner.
24. Provide for positive communication among staff.
25. Model and maintain high ethical standards.
26. Complete work assignments with minimum supervision.
27. Follow District and state policies and procedures.

**System Support**

28. Prepare all required reports and maintain all appropriate records.
29. Assist with the District Wide-Area Network and Local-Area Network, helping to input data to network server and trouble-shoot difficulties with its performance.
30. Assist with the maintenance of all Wakulla County School Board forms in computer application format as well as in hardcopy file.
31. Assist in maintaining the records storage procedures.
32. Process department payroll.
33. Perform tasks associated with all IT requisitions and purchases.
34. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

**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:** 12 Month

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:** Annually by the assigned Administrator

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

**SALARY ITEM NUMBER:** 33, Level 1