

WAKULLA COUNTY SCOOOL BOARD JOB DESCRIPTION

TITLE: MIS FTE Data Operator

QUALIFICATIONS:

1. Associates Degree or Higher
2. Minimum of five (5) years' experience in the operation of computers and data entry.
4. 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 work processing programs. Knowledge of the internet. Ability to analyze and present data and findings in a logical and understandable format.

REPORTS TO: Chief Academic Officer

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. To report and synthesize all data as it pertains to state submission for effective operation of schools.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Serve as a contact for school / District database users.
2. Provide telephone and on-site training to Focus SIS users for FTE reporting.
3. Monitor school operations and make recommendations to improve performance and efficiency.
4. Enter data as needed to assist schools/District in FTE reporting requirements.
5. Provide technical assistance to schools/District experiencing communications with database systems.
6. Run programs to monitor school/District-level data entry activities.
7. Maintain FTE hardware records per survey including all amendments.
8. Run edits, reports and assist in corrections to database as required by State DOE guidelines.
9. Run jobs/programs needed by the District administrative staff.
10. Visit, periodically, school sites to offer training in FTE reporting.
11. Assist in the preparation of manuals, guides, memoranda, and instructions involving FTE procedures.
12. Serve as contact/liaison for school site and department data entry personnel.
13. Maintain the FTE information System.
14. Assist other agencies by downloading/uploading information as requested by the Chief Academic Officer.
15. Communicate effectively with users/programmers, with all District/data entry personnel.
16. Assist in answering office telephones when needed.
17. Maintain confidentiality and support the security efforts of the Technology Department.
18. Participate in workshops and training sessions as required to update knowledge and skills.
19. Model and maintain high ethical standards.

20. Follow attendance, punctuality and proper dress rules. For positive communication among staff.
21. Complete work assignments with minimum supervision
22. Perform data entry as necessary.
23. Follow District and state policies and procedures.
24. Prepare all required reports and maintain all appropriate records.
25. Assist with the District Wide-Area Network and Local-Area Network, helping to input data for FTE purposes and trouble-shoot difficulties at school sites.
26. Assist in maintaining the records storage procedures.
27. To monitor district wide and facilitate the process of data entry for FTE and auditing purposes.
28. To monitor FTE in-service workshop for district and school personnel on changes and/or update to T.E.R.M.S. as it relates to the FTE database.
29. To maintain annual schedules on all FTE/DOE reporting operations and alter the Chief Academic Officer.
30. To respond to the needs and questions of users concerning their access of resources on the district network as it relates to FTE.
31. To administer all data transmissions to and from the DOE.
32. Work with prek-20 data entry staff for training as needs on pre-k through adult education data programs for FTE reporting.
33. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
34. Additional responsibilities as assigned by the Chief Academic Officer or Superintendent.

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

EVALUATION: Annually by the assigned administrator

SALARY ITEM NUMBER: 33, Level 1

WCS Job Description: Imp. 8/01, 9/03, 3/07 Imp. – Implemented Rev. 12/14, 5/16, 6/17 Rev. – Revised Ret. – Inactive or replaced by a revision