

# SCHOOL DISTRICT OF DESOTO COUNTY

## STUDENT INFORMATION SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years experience in computer records management.
- (3) Above average knowledge of MS applications Word and Excel.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state reporting including Full Time Equivalency (FTE) and Florida Education Finance Program (FEFP) calculation, transmission, reporting and correction processes. Knowledge of Florida's student assessment program. Understanding and knowledge of state, federal, and local laws as they pertain to affected areas of the division. Ability to use technology to maintain records and obtain information. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to handle a wide range of responsibilities. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to demonstrate strong interpersonal skills when working with end users.

#### REPORTS TO:

Database Manager, Executive Director of Business Services

#### JOB GOAL

To assist with the administration, operation, and training of student databases and related systems.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Assist with collection, processing, transmission, editing, and reporting of student data for periodic Department of Education (DOE) surveys.
- \*(2) Assist with preparing, transmission, and editing student pre-testing data for periodic transmission to the Department of Education (DOE).
- \*(3) Generate data and/or reports as requested by other individuals/departments.
- \*(4) Process daily, monthly, yearly task associated with reporting data to state and local departments.
- \*(5) Assist and train school and district level departments with data processing tasks.
- \*(6) Analyze and correct data input when necessary.
- \*(7) Analyze student information system for problems and troubleshoot for errors.

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*Effective: July 1, 2024*

## STUDENT INFORMATION SPECIALIST (Continued)

- \*(8) Demonstrate initiative in the performance of assigned responsibilities.

### Employee Qualities/Responsibilities

- \*(9) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(11) Ensure adherence to good safety standards.
- \*(12) Maintain confidentiality regarding school/workplace matters.
- \*(13) Model and maintain high ethical standards.
- \*(14) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra-Agency Communication and Delivery

- \*(16) Provide technical support to end users of data management systems.
- \*(17) Exercise service orientation when working with others.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Use effective, positive interpersonal communication skills.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Serve on school/district committees as required or appropriate.

### System Support

- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(24) Demonstrate support for the school district and its goals and priorities.
- \*(25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(26) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(27) Maintain confidentiality in dealing with student and staff records
- \*(28) Participate in cross-training activities as required.
- \*(29) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### 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.

### COMPENSATION:

Compensation for this position is Pay Lane **E06**

### EVALUATION:

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

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