



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Master Schedule Assistant

(Approved: 8/25/14)

Qualifications:

1. Bachelor's degree required
2. Hold or be eligible to hold a New Jersey Educational Certificate
3. Hold appropriate endorsements
4. Have an comprehensive understanding of PowerSchool, use of Microsoft Office, and data collection & analysis
5. Committed to professional collaboration with staff and administration for the advancement of district initiatives
6. Have an understanding of Kingsway's Program of Studies
7. Have an comprehensive understanding of Master Scheduling

Scope of Responsibility:

Assist the Supervisor of Pupil Personnel Services in building and maintaining the master schedule.

Reports to:

Supervisor of Pupil Personnel Services

Performance Responsibilities:

1. Extensive data entry related to student requests and teacher assignments
2. Adjustments to course sections to comply with state law and district goals
3. Processing state standardized test results to ensure students have the necessary remediation courses.
4. Making adjusting to student schedules.
5. Performing other related duties as may be assigned by the Supervisor of Pupil Personnel Services.

Employment conditions:

Contract year:	July1 to June 30
Job Family	Schedule: B, Class: D
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy