

Data and Scheduling Specialist

DEPARTMENT:	KHS	REPORTS TO:	Principal
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-exempt

Position Description

Manage the Kirkwood High School student and building-level data (e.g., scheduling, grading) to ensure adequate course offerings, staffing, and state and federal reporting compliance. Engage frequently with students and staff, including significant levels of customer interaction. Required to maintain strict confidentiality to protect student and staff privacy in all data collection, management, and reporting.

Task Title	Essential Job Functions	Percent of Time Spent
Manage High School Scheduling Process	- Oversee the master schedule process from design to implementation and evaluation. - Maintain proper course information. - Verify course eligibility with outside entities (i.e., NCAA eligibility). - Provide access to students to comply with state and federal regulations. - Manage new school year data transitions. - Disseminate information to appropriate parties using established communication channels or create communication channels when needed.	40%
Serve as Student Data Subject Matter Expert	- Serve as high school student data reporting specialist. - Prepare ad hoc and recurring reports as requested, recognize changing trends in students' needs, and notify the appropriate parties.	20%
Support Projects and Process Improvement	- Assist in district, school and department special projects. - Serve as a resource for others to improve processes and practices. - Act as a mentor for new staff, students and parents regarding scheduling and other areas of strength. - Keep abreast of new trends effecting this area of work.	20%
Manage State and Federal Reporting Process	- Prepare data for state and federal reporting. - Verify appropriate classification of data. - Ensure accuracy of records. - Troubleshoot data anomalies. - Coordinate with staff to problem-solve and seek continuous improvement of district state and federal reporting.	10%

Task Title	Essential Job Functions	Percent of Time Spent
Manage Student Grading Process	• Process student grade reports. • Prepare, test and disseminate student grades. • Troubleshoot concerns with software calculations. • Utilize district staff to improve grading processes. • Communicate timelines with staff to ensure timely and accurate grade reporting for the district.	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact the entire district

Qualifications

Required

- **Education:** Two-year college, technical degree, or equivalent required from an accredited institution.
- **Previous Work-Related Experience:** 4–6 years

Preferred

- Previous experience working with board, state, and federal reporting requirements, and/or scheduling, grading, and other student data.
- Use of Infinite Campus and/or Excel.

Knowledge & Skills

Knowledge

- **Intermediate:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
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- **Advanced:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Expert:**

- Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Complex Problem-Solving, Critical Thinking, Instructing, Service Orientation, Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Coordination, Learning, Mathematics, Monitoring, Speaking, Systems Analysis, Systems Evaluation, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Judgement/Decision-Making, Management of Personnel Resources, Reading, Social Perceptiveness, Troubleshooting,
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Maintenance, Financial Management, Negotiation, Operations Analysis, Persuasion, Quality Control Analysis,

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing, Sitting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Repetitive Motion
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crouching, Multi-limb Coordination, Reaching

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024