

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTIONS

Position: Accountability Data System Coordinator

Supervisor: Superintendent of Schools

General Job Description: To assist administration and staff in correctly entering, maintaining, and collating student data. Submit all reports to the state of New Mexico required for school funding through the ADS system. Provide student and school data for other reports supplied to outside organizations such as the Office of Civil Rights, the federal government, or Child Protective Services. Have an excellent working knowledge of the computer system and network used to produce required reports, as well as day-to-day skills on that system's operation and maintenance. Must be fairly knowledgeable with the financial, employee, human resources, inventory, and fixed asset systems on the computer to act as a backup to the Information Systems Coordinator in case of emergency.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Perform usual office tasks to include, but not limited to: taking telephone calls, correspondence, and message taking.
9. Contribute to the welfare and effectiveness of the Administration Office by adhering to high ethical standards of performance and interpersonal relationships.
10. Assist with all types of required reports and letters.
11. Assist with training new and returning staff and administrators on data entry and maintenance for all aspects of student, scheduling, grading, attendance, discipline, and staffing data.
12. Have a good working knowledge of the computer system and network to allow for daily operation and maintenance of that system. This includes data backup and restoration, handling system messages, routing printer requests, maintaining peripherals (printers, console, scanners, PCs). Be familiar with the Assistant to Data Processing's job duties so that checks, printouts, and reports can be produced in a timely manner and during vacations and emergencies.
13. Act as security officer for the computer system, adding, changing, and deleting user profiles and passwords as deemed necessary. Ensure staff access to student records matches the parameters set forth by school and central office administrators. Provide for customized menus for staff and administrators that consist of computer jobs that pertain to them.
14. Download daily student data files for use with school software not using the main computer (Food Service and Special Education IEP). Set up procedures for staff to download automatic phone caller files.
15. Write and maintain RPG programs that interact with the current database when necessary or useful to the school district.
16. Write and maintain Queries that use the current database to produce useful or needed reports for the school district.
17. Supervise the monthly student count process (20 day report). Communicate directly with the schools to ensure prompt and accurate balancing of student counts.

18. Submit all required ADS files correctly within five working days of the report date.
19. Attend state department of education meetings that may have information about the ADS system or about our school system in general. Attend our state computer users group meetings to better be able to handle the changes in required and desired computer reports and functions..

Qualifications:

1. Graduation from a certified or accredited educational institution with intensive coursework in computer skills.
2. One year experience as a programmer is preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, bending, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal. Prolonged standing with repetitive motion of arms, hands, fingers, and movement from printers to burster to separator.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology, printers, scanners, form burster, form separator, copier, fax machine, etc.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be able to work interactively with the IS Coordinator and the Assistant to Data Processing. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to work under stressful conditions.

Terms of Employment:

Salary of work year to be established by the Board.