

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DISTRICT DATA SUPPORT COORDINATOR

SALARY SCHEDULE: SSP12

COST CENTER: INFORMATION SERVICES (9018)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience in computer information systems.
- (3) Extensive experience in using the TERMS Student Database software package to support elementary, middle, high and Exceptional Student Education (ESE) schools.
- (4) Experience in developing master schedules and scheduling students.

KNOWLEDGE, SKILLS AND ABILITIES:

Above average knowledge of PC applications and experience with the computer hardware currently used by the District in support of TERMS and FTE / state required reporting. Current knowledge of Florida Department of Education regulations, including FTE computations and requirements. Ability to work cooperatively with individuals and groups. Ability to communicate well, both orally and in writing. Ability to guide others effectively.

REPORTS TO:

Supervisor, State Reports

JOB GOAL

To provide support to school and District personnel in the use of the District's computerized information systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and maintain training modules, procedures and documentation for school / District personnel and coordinate and provide continuous training for initial and advanced inservice of all school / District personnel in the use of the computer hardware, software and electronic office functions supported by the Technology and Information Services Department.
- * (2) Oversee and coordinate the customer support groups at all levels: elementary, middle and high school.
- * (3) Collaborate with the schools to ensure accurate reporting of FTE data to the Department of Education.
- * (4) Supervise the Technology and Information Services District Help Desk and provide problem resolution support.
- * (5) Act as liaison between schools and Technology and Information Services Department.
- * (6) Analyze and correct student data input when necessary.
- * (7) Keep well informed about current trends and best practices in areas of responsibility.
- * (8) Maintain a courteous and professional manner.
- * (9) Maintain work area in a safe and secure manner.
- * (10) Use positive, effective interpersonal communication skills.

DISTRICT DATA SUPPORT COORDINATOR (Continued)

- *(11) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(12) Participate in workshops and training to update skills.
- *(13) Follow department policies and procedures.
- *(14) Keep supervisor informed of potential problems or unusual events.
- *(15) Respond to inquiries and concerns in a timely manner.
- *(16) Prepare all required reports and maintain all appropriate records.
- *(17) Follow all School Board policies and department policies and procedures.
- *(18) Exhibit interpersonal skills to work as an effective team member.
- *(19) Demonstrate support for the School District and its goals and priorities.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities