

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR, MANAGEMENT INFORMATION SYSTEMS (MIS)

SALARY SCHEDULE: SSP12

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in a secretarial / data entry position.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess strong interpersonal skills. Knowledge of federal tax forms and Title IV regulations. Possess advanced skills in word processing, spreadsheets and database software. Ability to meet deadlines. Working knowledge of school programs and policies. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Assistant Director, Support Services

JOB GOAL

To assist students by providing information with regard to financial assistance for attendance at the Sarasota County Technical Institute.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist students with the application process and clarify unanswered questions.
- * (2) Verify all data related to the application process.
- * (3) Prepare fiscal accounting statements.
- * (4) Maintain and balance accounts with the School Board and federal government.
- * (5) Report Pell, Federal Supplemental Educational Opportunities Grant, Federal Work Study and Student Loans as required.
- * (6) Report Vocational Gold Seal Scholarship-Bright Futures to state as required.
- * (7) Serve on the Scholarship Committee as required.
- * (8) Process and respond to written and oral communications, to include telephone, E-mail and memorandums.
- * (9) Assist with secretarial functions as required.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.
- * (14) Maintain confidentiality regarding school matters.
- * (15) Participate in workshops and training sessions as required.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Respond to inquiries or concerns in a timely manner.
- * (18) Prepare all required reports and maintain all appropriate records.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit interpersonal skills to work as an effective team member.

SUPERVISOR, MANAGEMENT INFORMATION SYSTEMS (MIS) (Continued)

- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

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. 05

*Essential Performance Responsibilities