SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STUDENT DATABASE ASSISTANT

SALARY SCHEDULE: SSP-11

COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391)

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Minimum of one (1) year experience in support and maintenance of an enterprise software application.
- (3) Demonstrated ability and experience in working with databases and related software.
- (4) Demonstrated ability and experience in production of reports using report authoring software.
- (5) Experience in developing master schedules and scheduling students.
- (6) Passing score on the district Registrar test.

KNOWLEDGE, SKILLS AND ABILITIES:

Above average knowledge of PC applications and experience with the computer software currently used by the District in support of K12 and Post-secondary student information systems, FTE, and 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: STC Program Manager, Student Services

JOB GOAL
The Student Database Assistant for Suncoast Technical College is responsible for the overall operation of the STC student database, its adaptation to changing requirements, reporting, training and support to key users and front-line staff.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
- * (1) Serve as the major advisor to the school in matters relating to the successful implementation and continued use of the student database.
- * (2) Serve as a liaison with the manufacturer of the student database.
- * (3) Support and maintain master schedule for both K12 and post-secondary systems.
- * (4) Analyze student data input for accuracy
- * (5) Maintain tables, test the database for proper function, and update formulas and parameters.
- * (6) Analyze the database for problems, and troubleshoot for errors.
- * (7) Create and manage the automated activities of the database.
- * (8) Use the database report writing capability to provide reports from the database as requested by administration.
- * (9) Train staff on the use of the student database and provide backup and support as necessary.

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STUDENT DATABASE ASSISTANT (Continued)

     * (10)   Train key functional users on the operation of their specific functions of the database and training them to be trainers within their functional areas.
     * (11)   Train front line users in specific functional tasks of the database.
     * (12)   Model and maintain high ethical standards.
     * (13)   Adhere to high standards of punctuality, regular attendance, and appropriate dress.
     * (14)   Maintain confidentiality regarding school matters.
     * (15)   Maintain positive relationships with staff and students.
     * (16)   Participate in workshops and training sessions as required.
     * (17)   Communicate effectively with staff and students
     * (18)   Keep supervisor informed of potential problems or unusual events.
     * (19)   Respond to inquiries and concerns in a timely manner.
     * (20)   Prepare all required reports and maintain all appropriate records.
     * (21)   Follow all School Board policies, rules and regulations.
     * (22)   Exhibit interpersonal skills to work as an effective team member.
     * (23)   Demonstrate support for the School District and its goals and priorities.
     * (24)   Sustained focus and attention to detail for extended periods of time.
       (25)   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