

Union Public Schools Job Description

Job Title: Student Management System Specialist
Department: Pupil Accounting/Grants
Reports To: Executive Director of Pupil Accounting/Grants

FLSA Designation: Exempt

SUMMARY: To assist all elementary and secondary site in all aspects of the student system in regards to grades and schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Trains certified staff using the current student system.
- Helps trouble shoot any issues arising from the student system.
- Extracts grades for progress reports and reports cards per school calendar.
- Checks to make sure all grade are extracted.
- Checks for accuracy in individual set-up.
- Helps individual teachers with problems.
- Updates the student system to a new year.
- Uses the student system to set-up calendars and bell schedules at school sites.
- Sets course codes to match the Oklahoma State Department of Education course codes.
- Checks grade history to ensure grades were posted correctly.
- Works closely with counselors on the master schedule and individual student scheduling for each school site.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises two or more full-time employees.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Classroom teacher experience preferred. Master schedule building experience required.

CERTIFICATES, LICENSES, REGISTRATIONS: Holds, or has held a valid Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to develop and implement a variety of written and oral plans, diagrams, and schedules.

OTHER SKILLS and ABILITIES: Ability to write high quality, developmentally appropriate curriculum for learners of all ages. Ability to apply knowledge of current research and theory to curriculum development and implementation. Ability to develop and maintain effective working relationships with students, staff, and the school community; skill in oral and written communication. Ability to develop and conduct inservices and to model effective strategies for implementing curriculum.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level will usually be quiet to moderate, and occasionally moderate to loud.