

Carroll Community School District
JOB DESCRIPTION

POSITION TITLE: STUDENT INFORMATION SPECIALIST

QUALIFICATIONS:

Required:

1. High school diploma.
2. Technology and record-keeping skills with ability to learn new information systems
3. Adequate knowledge of office skills such as filing, telephone, and computer operations/skills, including the ability to learn and utilize office equipment, especially as systems are upgraded
4. The flexibility and interpersonal skills to serve in an administrative assistant capacity
5. Possess strong communication, public relations and interpersonal skills including the ability to effectively communicate with families, administrators and employees, both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback
6. Able to read, analyze, and interpret information including relevant board and department policies
7. Able to effectively present information and respond to questions, inquires, and/or complaints
8. Demonstrate integrity and respect confidentiality
9. Able to learn and upgrade job skills in order to meet changing demands of the position
10. Able to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism
11. Able to establish and maintain effective working relationships and demonstrate a commitment to teamwork
12. Must clear criminal background and child and dependent adult abuse checks

Preferred:

1. Experience in a school setting
2. Experience working with a student management system

REPORTS TO: Director of Business Affairs

CONSULTS WITH:

1. Superintendent
2. Other Building/District Level Administrators, Counselors, Teachers, and Administrative Assistants
3. Parents/Families

POSITION GOAL: To maintain an efficient office devoted to serving the district's students, families, teachers, administration and public in relation to the student information system. Performs a variety of

functions required for the smooth operation of the district office and support for the school sites.

PERFORMANCE RESPONSIBILITIES:

1. Process necessary paperwork and perform data entry in Infinite Campus system for the purpose of facilitating timely and accurate student enrollment.
2. Responsible for compiling data for statewide reports in regards to student reporting, enrollment, and local/statewide assessments.
3. Handles phone communication for student registration and effectively responds to questions and complaints regarding registration.
4. Be familiar with and accurately implement all rules and state reporting for enrollment and registration of CCSD students.
5. Sets up and assists in district-wide registration process, including coordinating with the appropriate staff and updating/preparing necessary forms and communication related to the process.
6. Provide assistance and detailed information regarding enrollment policies to district staff, parents and the public.
7. Provide information to families and respond to inquiries regarding enrollment in the district.
8. Compile data from a variety of sources for the purpose of complying with legal and/or administrative requirements.
9. Register families/students new to the district, verify residency, and disseminate collected forms and appropriate information to the appropriate staff
10. Articulate with various staff members in relation to above duties.
11. Able to effectively correspond with students, faculty, and parents.
12. Works with the transportation department to ensure data from Infinite Campus transfers into bus routing software.
13. Provide information to families regarding driver's education classes.
14. Assists families in registering for driver's education and collect registration fees.
15. Communicates with service provider for driver's education.
16. Assumes other duties as requested by the superintendent, business manager, or others, including the Board of Education.

PHYSICAL DEMANDS/MENTAL DEMANDS/ENVIRONMENTAL FACTORS

1. Able to sit for long periods of time
2. Able to stand/walk for periods of time
3. Able to stoop and bend
4. Able to work with interruptions during the work shift
5. Able to operate basic office equipment including computers, copiers, fax
6. Work is independent, but in a collaborative environment
7. May include some evening hours
8. Substance free environment

TERMS OF EMPLOYMENT: Length of contract and salary to be reviewed and established annually by the Board of Directors.

EVALUATION: Job performance of this position will be evaluated annually in accordance with provisions of the board policy.

Date of Approval/Revision:

July 18, 1994

February 18, 2019

May 18, 2020

July 6, 2020

February 2021

September 2021 – combined with Transportation Secretary

May 2023 – returned to Student Information Specialist