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