



Little Rock School District

JOB DESCRIPTION

Position Title: Scheduling and Student Accountability - Coordinator- Info Services

Prepared Date: 04/14/2022

JOB GOAL:

To ensure that district personnel using the computer system have the training, materials, and support to utilize the computer system regarding master scheduling and attendance, provide assistance in resolving attendance related issues, ensuring compliance with state reporting and documenting requirements, conveying registrar/attendance related information to appropriate parties.

TERMS OF EMPLOYMENT:

Twelve (12) month contract (245 days), Pay 802 Grade 17, Plus Benefits Package NOTE: Precise placement on the salary schedule will be determined based upon experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's Degree is required.
2. Two years of relevant work experience within the Little Rock School District (LRSD) may be substituted for one year of required education. "Relevant experience" means the work experience must be "scheduling and student accountability" related. At least eight (8) years of directly related experience within the LRSD will satisfy the bachelor's degree requirement for this particular position.
3. Experience with computerized student and financial administration, including student management, scheduling, attendance, and grade reporting in a public school environment.
4. Experience with IBM ISeries hardware and CIMS software is required. Familiarity with the Grade Quick software and Microsoft Office Products is also preferred.
5. Ability to conduct training sessions, present information, and respond to questions from groups of administrators, staff, and the general public.
6. Ability to solve practical problems, provide technical support and instruction, and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Strong organizational, communication, and interpersonal skills are essential.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Prepares and presents formal training workshops to district personnel who are or will be using the district's computer system.



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2. Communicates with a variety of internal and external parties for the purpose of resolving problems and coordinating activities and processes related to registrar/attendance reporting.
3. Provides one-on-one training and assistance for computer users, and provides primary support for all problem resolutions pertaining to student data as it relates to attendance/registration records.
4. Assists in the analysis, design, and selection of computer software related to student schedules.
5. Assists with the input and maintenance of annual files required for successful school operations such as the school calendar.
6. Assists computer users, principals, registrars, attendance secretaries, etc. in developing internal procedures to complement their use of the computer system.
7. Prepares or edits documentation and user manuals, ensuring that all computer users have accurate materials at all times related to master schedules and student attendance.
8. Assists administrative users in the selection and use of microcomputer software; prepares and delivers training, both formal and informal, for microcomputer users.
9. Provides general assistance and/or hands-on assistance in auditing registrar/attendance records as assigned.
10. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.