



# Little Rock School District

## JOB DESCRIPTION

---

**Position Title:**            **Scheduling and Student Accountability Specialist**

**Prepared Date:**        **12/03/2021**

---

### **JOB GOAL:**

To provide clerical and general support for master scheduling and student accountability - The job of the Scheduling and Student Accountability Specialist is established for the purpose of ensuring accurate attendance accounting within the district, providing general clerical support, auditing registrar/attendance records, and providing limited training to users of student records as assigned.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month 245 days contract, Pay 802 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

**FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Associate Degree required. Bachelor's Degree preferred.
2. Two years of relevant work experience within the Little Rock School District (LRS) may be substituted for one year of required education.
3. Experience with eSchool Student Management System is required. Familiarity with Microsoft Office Products is also preferred.
4. Experience in operating computer terminals and printers.
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. Presents formal training workshops to district personnel (registrars and attendance secretaries) relating primarily to scheduling and student accountability, etc.
2. Provides one-on-one assistance for computer users, and provides primary support for all problem resolutions pertaining to student data.
3. Assists with the input and maintenance of annual data files required for successful school operations such as the school calendar.



# Little Rock School District

## JOB DESCRIPTION

4. Prepares or edits documentation and user manuals, ensuring that all computer users always have accurate materials related to master schedules and student attendance.
5. Audit registrar/attendance records as assigned by the coordinator or the Director of Information Services.
6. Documents audit process and results of specified audits.
7. Identify and assist in eliminating student data errors in eSchool.
8. Performs other job related 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.