

**SCHOOL DISTRICT OF FLAGLER COUNTY
JOB DESCRIPTION**

DISTRICT MIS SUPPORT SPECIALIST

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience in computer operation.
- (3) Three (3) years experience in Data Processing involving TERMS Software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input / output). Ability to manage time effectively. Knowledge in FTE procedures, membership and grade reporting procedures. Knowledge in attendance procedures and DMV reporting to assist schools. Ability to assist Registrar/MIS Data Entry in all aspects of TERMS.

REPORTS TO:

District MIS Coordinator

JOB GOAL

To maintain essential records fundamental to the management of the School District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist school Data Entry Operators and other school personnel on TERMS.
- * (1) Input entries related to the student information system master file and update daily.
- * (2) Assist all schools in the scheduling process
- * (2) Input all entries related to school course and staff master file.
- * (3) Assist in processing student class records for generation of FTE.
- * (3) Assist in processing Class Size Reports/Data.
- * (4) Assist administration in producing documents, surveys, reports, and mailing labels requiring word processing programs.
- * (4) Assist Registrars/MIS Data Entry with scheduling reports and anything else related to TERMS.
- (5) Assist in the training of school Registrar's/MIS Data Entry in TERMS student software and reports.
- (5) To be knowledgeable of the TERMS student system.
- (5) Route requested reports to district departments and schools.
- (6) Participate in in-service training programs as assigned.
- (7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NEFEC STUDENT & FOCUS**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

SALARY LANE: CHZ

Approved 06/21/05