



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Database Scheduling Specialist
Payroll/Personnel Type:	12 Month
Job #:	8251
Reports to:	Accountability Office
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Accountability Office, assist in the leadership of the school in the area of data processing.

Essential Functions:

- Plan, organize, and supervise all procedures pertaining to master schedule creation and modification
- Coordinate necessary information to be used for the master schedule creation with the administration, guidance department and department heads
- Plan sound, fair teacher assignments with the principal's approval
- Plan, organize, and maintain accurate, efficient pupil accounting procedures
- Serve as liaison with the Deputy Superintendent of Accountability
- Plan, organize, and maintain accurate grade reporting procedures
- Maintain accurate permanent records and insure their proper handling and safekeeping
- Maintain accurate records that incorporate into the State Reports (Core Data) that are submitted 6 times a year
- Supervise teacher performance in data processing activities
- Interpret data processing instructions, reports, etc., to the school administrator and faculty
- Orient all new teachers to data processing responsibilities
- Continuous and timely training of new features and/or processes in Tyler SIS
- Review attendance records and promptly notify administration of any student's excessive absence
- Upon notification from the administration, initiate prompt enrollment and withdrawal of students
- Complete essential grade reporting, with student accounting and master scheduling activities during the summer
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Preferred administrative experience in data processing duties, High School Master schedules, enrollment and withdrawal procedures and/or grade reporting

Experience:

- A minimum of three years experience in teaching and/or data reporting processes and procedures

Education:

- Bachelor's Degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

