

# 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



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## **Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

### Disclaimer:

**Review/Approvals:** 

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.