

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

MANAGEMENT INFORMATION SYSTEMS COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution, with major in computer science or Associates Degree from accredited institution in computer science or data processing with a minimum of four (4) years work experience in field of study.
2. Minimum of four (4) years managerial experience in management information systems.
3. Knowledge of computer hardware, software and state data bases.
4. Five (5) years experience in programming and analysis of data with at least two (2) years in Florida State Reporting.

REPORTS TO: Technology Information Officer

SUPERVISES: Data Control Specialists and other departmental personnel as needed.

POSITION GOALS

Responsible for technical and administrative work in planning maintaining and directing the School District requirements for the Management Information Systems.

PERFORMANCE RESPONSIBILITIES:

1. Manage student system responsibilities relating to Student Information System.
2. Perform all batch job submission and reports generation related to processing student schedules, FTE, grade reporting, attendance, student history and student demographic information.
3. Supervise data control specialists and other departmental personnel for major data collection tasks such as spring student registration, initial entry of new students such as Pre-Kindergarten and Kindergarten, grade entry as needed, and entry updates requiring mass changes.
4. Provide in-service on the operation of the student system to school-level and District-level personnel and provide technical assistance as needed in the student system.
5. Perform all FTE administrative duties such as FTE submission to the Department of Education.

6. Coordinate the preparation and submission of all Management Information Services reports for the District with state and federal agencies.
7. Maintain student records and document attendance keeping procedures for FTE reporting.
8. Serve as Department of Education and SDCCMIS District Representative.
9. Develop/maintain Records Management Program including forms control.
10. Stay abreast of current legislative and DOE requirements. Evaluate and aid in the development of modifications to meet the changing demands.
11. Access local-level needs and develop a plan to best meet those needs.
12. Aid in software decisions District-wide and for individual schools.(Student System)
13. Assist in the coordination of reports among District-wide personnel.
14. Document procedures for attendance keeping and FTE for District. Update as needed.
15. Maintain all student records throughout the District.
16. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally.

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

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