



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Student Information Coordinator
SCHOOL/DEPARTMENT	Curriculum and Instruction
SALARY	Salary Grade 67 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Testing and Accountability
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Student Information Coordinator performs specialized technical, administrative, and supervisory work in the support, operation and coordination of the computerized student information management systems and Data Warehouse. Work involves providing coordination between the NC Department of Public Instruction (DPI), the district and schools, ensuring the district's compliance with reporting requirements related to student information through Uniform Education Reporting System (UERS) of North Carolina. Supervision and participation in the development of student information specific projects is required. Work also involves assisting school-based personnel in the use of student information management software, including instruction, scheduling problem analysis and resource allocation, this includes knowledge of the student registration process. The Student Information Coordinator must exercise considerable leadership involving the frequent contact with school officials and fellow employees. S/he works with other system level personnel to effectively coordinate the integration and sharing of information between departments and is responsible continued growth and development of data reporting capabilities.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the student information management software used by the school system
- Considerable knowledge of PowerSchool; the student information management software used by the State; its operating procedures, related components, capabilities, limitations and system requirements
- Considerable knowledge of transcripts, End-of-Course (EOC), End of Grade (EOG), North Carolina Final Exam (NCFE), other applicable assessments, graduation requirements, and career pathways
- Thorough knowledge of NCDPI standards and student accounting procedures and regulations
- Thorough knowledge of NCDPI state and local requirements as they apply to student information.
- Considerable knowledge of other student information software packages
- Considerable knowledge of data warehousing techniques
- Working knowledge of query programs and standard report writers
- Working knowledge of computer hardware and common software applications
- Working knowledge of networking concepts
- General knowledge of the principles of supervision, organization and administration.
- General knowledge of the current literature, trends and developments in the field of information systems
- Ability to install and setup software packages that meet the needs of users
- Ability to systematically determine the source of computer problems and take action
- Ability to train users on the use of available hardware and software
- Ability to translate user requirements into effective program designs and reports
- Ability to evaluate software applications and to make recommendations
- Ability to develop clear, effective instructions for users
- Ability to design, develop and schedule processing to ensure efficient use of equipment
- Ability to communicate effectively both orally and in writing
- Ability to maintain complete and accurate records

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in technology, computer science, or related area
- Five (5) years of experience working with student information systems and data entry/collection
- Experience using PowerSchools

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Supervisory experience in the area of student information systems and data entry/collection
- Ten (10) years of experience working with student information systems and data entry/collection

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the system contact for State level involvement PowerSchool implementation and progression for communication and coordination between the NC Department of Public Instruction (DPI), the district and schools
2. Ensure district program is consistent with state mandated criteria and structure
3. Ensure that the requirements of the Uniform Education Reporting System (UERS) are met
4. May serve as district representative on state or local committees involving student information
5. Represent the district program related to student data to school community and the public
6. Plan and coordinate special activities and presentations
7. Interact with state government, vendors, business and industry professionals
8. Receive requests for student information and determine scope and appropriateness
9. Modify existing program or develop new application using query programs or standard report writers and ensures integrity of data/reports
10. Work with principals and other system level personnel to coordinate the integration and sharing of student information between schools and departments
11. Participate in long-range planning for the student information needs of LEA
12. Assist with identifying system enhancements and in the selection of student information system related hardware and networking needs
13. Collect data from individual school sites and sources
14. Consolidate and create summary databases/reports
15. Use data warehousing techniques to maintain historical data
16. Compare data from various sources and produce additional reports
17. Use common software packages (word processing, spreadsheet) to produce additional reports
18. Schedule and coordinate the transfer of UERS information and other electronic files from the LEA to DPI
19. Assist school-based personnel in implementing standards and operating procedures established for management of student data
20. Provide instruction and disseminate information to Principals and other school administrators regarding student information requirements for the operation of the student information management system
21. Convene regular meetings of all school-based PowerSchool data managers to share ideas and disseminate information regarding new requirements for the operation of the student information management system
22. Provide first-level support to all school-based personnel with the use of the computerized student information management system
23. Handle complex system errors or malfunctions and provide expertise in non-routine situations
24. Provide assistance in all areas of student information; develop attendance reporting formats, grade reporting, registration and scheduling, and discipline reporting
25. Work directly with teachers regarding the use of the electronic grade book system, including training, program analysis and installation
26. Troubleshoot operational and software problems; determine cause of error or stoppage and apply corrective techniques in cases where the problem is software related or refer problem to technical support staff
27. Determine solutions to critical informational problems and prepare those affected for implementation of the solution
28. Provide on-site assistance to users with the utilization of available hardware, software and personnel
29. Outline installation instructions and distribute new software releases of the student information management software on school's computer systems
30. Perform additional duties as assigned by the Director of Testing and Accountability

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*