TITLE	**Administrative Assistant –** **Attendance Support & Web-Master**

QUALIFICATIONS

1. Successful completion of training from a recognized vocational or technical school, or an institution offering an advanced degree;

2. Demonstrate the ability to develop a program of maintenance and repair of different microcomputer and microcomputer systems;

3. Demonstrate a willingness to accept responsibility and to cooperate with all levels of employees; and

4. Meets health and physical requirements.

JOB GOAL   **To oversee the student attendance system for the school system and to maintain the school system's website, email accounts, etc.**

ESSENTIAL FUNCTIONS

Attendance -

1. Maintain a thorough knowledge of the current student management system and EIS data entry.

2. District database administrator.

3. Setup, maintain, and ensure district database accuracy.

4. Setup roles and users for student management system SMS.

5. Implementation, administration, training, and verification of data in modules utilized: Student information, Attendance, Medical, Grading, History, Transportation, Scheduling, Special Programs, Food Service.

6. Installation of student management system (state program accepted by local school system).

7. Attend scheduled EIS and/ or attendance related meetings.

8. Communicate regularly with departments to ensure proper data is entered in the current SSMS.

9. Preparation and electronic transmission of information to SDOE.

10. Generate reports from SSMS/EIS date.

11. Verify district data in EIS (Education Information System) and make necessary changes, additions, deletes.

12. Weekly preparation of documentation for juvenile court session.

13. Weekly appearance in juvenile court as needed.

14. District Data Warehouse account holder.

15. District EIS contact.

16. Verification and submission of student monthly/annual ADM/ADA for state funding purposes.

17. Verification of annual SDOE Graduation Roster.

18. Verification/Appeal of AYP Graduation Rate.

19. Verification /Appeal of data Warehouse dropout, suspension, expulsion, and promotion/retention data (state and federal data).

20. Provide parents/students /school personnel proper home school information.

21. Documentation of home school students.

22. Provide parents/students/school personnel proper homeless and migrant student information.

23. Documentation of homeless/migrant students.

24. SSMS Tech Support for district.

25. Prepare truancy petitions.

26. Documentation of truancy petitions filed.

27. Prepare documentation for students seeking driver's license/permits.

28. Maintain current knowledge of state/federal law in regard to public school attendance, homeschooling, homeless students, migrant students.

29. Implementation, administration, and training for Teacher Portal.

30. Teacher Portal tech support for district.

31. Complete and submit purchase requisitions.

32. Extract SSMS student info needed for school photographers.

33. Upload student image files annually into SSMS.

34. Extract SSMS data for XAP transcript uploads.

Website (http://fcstn.net) -
- Develop, host (in-house server), and maintain website for Franklin County school district.
- Maintenance includes:
  - Posting requested material daily.
  - News/pictures from schools are received daily with a request to be run on the homepage slideshow. Monthly lunch menus are converted to PDF files (for easy printing) and posted.
  - Sports schedules, weekly/monthly newsletters/calendars, upcoming events, parent organizations info, student and staff handbooks, daily announcements, employee applications, employment opportunities, curriculum standards/guidelines, teacher help guides, textbook adoptions, testing schedules, school supply lists, numerous forms, ROTC Color Guard Request, and school board agendas
- Train and setup school personnel to upload content to website.
- Developed/maintains FCHS Quarterback Club web pages (per request of club and approval of Director of Schools)
- Developed/maintains FCHS Baseball Backers web pages (per request of club and approval of Director of Schools)

Email -
1. Providing all services related to email.
2. Connect-TN (ISP) database administrator.
3. Creating/issuing of all new accounts.
4. Inactivating of old accounts.

5. Training.

6. New teacher in-service.

7. Tech Support for district.

8. Developing and maintaining Franklin County Schools list serv.

9. Providing the capability of mass emailing to entire school system.) Teachers/schools/central office personnel/administrators use this service to quickly get a message out to entire system.

Other duties performed as required -

1. Classserver software support.

2. School Messanger

3. Aimsweb software support.

4. Accelerated Reader software support.

5. Star Early Literacy software support.

6. Update Transportation and Safety Forms/Procedures.

7. Public Relations (photographer).

8. Technology support/troubleshooting.

9. Safety Committee Member.

10. Sub for BOE receptionist when needed.

11. Campora FRC Advisory Council.

12. Teacher in-service training.

13. Perform other duties as deemed necessary by the Director of Schools and Assistant Superintendent.

FUNDING

Funding for this position shall be from the General Purpose Budget (141) budget under Support Services, Students, and then Attendance (72110 189).

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.

3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

4. Good organizational skills.

5. Enthusiasm.

6. Ability to represent the organization in a professional, positive, manner.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.

3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.

4. *Manual Dexterity*: The ability to move the hands easily and manipulate small objects with the fingers.

5. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.

6. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Works eight (8) hours a day for the complete fiscal year (260 day employment contract). Works at the Central Office under the direct supervision of the Assistant Superintendent – General Administration.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.