

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SYSTEM SUPPORT SPECIALIST III

QUALIFICATIONS:

- (1) Bachelor's Degree with major concentration in writing and TERMS; or,
- (2) Bachelor's Degree in any field with experience in documentation and TERMS.
- (3) Demonstrated successful experience with the Full-Time Equivalent (FTE) student funding systems as related to the student database.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge needed to operate the computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Possess good interpersonal and communication skills. Knowledge of student database system. Knowledge of the internet. Ability to analyze and present data and findings in a logical and understandable format.

REPORTS TO:

Deputy Superintendent

| |
|---|
| <p>JOB GOAL</p> <p>To provide leadership in the development and implementation of a systematic and accurate system of data reporting to meet the needs and requirements of the District.</p> |
|---|

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Job Description Supplement No. 07

SYSTEM SUPPORT SPECIALIST III (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Monitor data entry activity of schools and departments to ensure the integrity, accuracy and validity of the data.
- * (2) Remain up-to-date on Department of Education (DOE) requirements for the student, staff and finance data.
- * (3) Set up run cards for FTE, EDY and other required data.
- * (4) Submit FTE information to DOE as required.
- * (5) Resolve FTE inaccuracies and reconcile the database as needed.
- * (6) Assist in the normal day-to-day operations of the data center.
- * (7) Prepare all required reports and maintain all appropriate records.

Employee Qualities / Responsibilities

- * (8) Maintain confidentiality regarding all matters related to assignment
- * (9) Participate in workshops and training sessions as required.
- * (10) Maintain work area in a safe and secure manner.
- * (11) Provide for positive communication among staff.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance and proper dress rules as required.

System Support

- * (14) Ensure that School Board policies and governmental regulations are being consistently applied to assigned area.
- * (15) Serve as a liaison between schools and DOE on matters related to assigned area.
- * (16) Assist in the development of policies as required.
- (17) Perform other as assigned.

*Essential Performance Responsibilities