



EMPLOYEE NAME: _____

Revised: 9/07; 7/08; 10/12; 9/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Student Reporting Specialist	JOB CODE: 415
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Student Reporting	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists in various student information projects while interacting with school departments, employees and the general public, state student reporting data collection activities and resolution of discrepancies, trains all school district users regarding data collection systems and procedures including state reporting.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of student data collection and reporting experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of PC's, software and Student Reporting System

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates the collection, verification and reporting of student data for the District.
3.	Assists in the integration of student data between schools, the District and the Georgia Department of Education.
4.	Trains and provides support to school based personnel in the preparation and maintenance of student data in the Student Information System.
5.	Handles errors in student record data reported by the Georgia Department of Education and provides expertise in non-routine situations regarding the Student Information System.
6.	Participates in long range planning for the student information needs of the District.
7.	Attends appropriate meetings and seminars as directed for development of student data collection.
8.	Compiles data from Student Information System according to report specifications.
9.	Assists in the preparation of research, procedure manuals, reports, reconciliations, charts and graphs related to the Student Information System.
10.	Keeps abreast of changes in state reporting requirements and procedures.
11.	Communicates possible issues related to Student Information System and possible solutions.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____