

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Office Specialist II- School Information System (SIS) Specialist	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Director of Curriculum and Instruction
EDUCATION:	High School Diploma or GED Equivalent BA/AA in Business Management, Office Management, Secretarial Management or related field preferred.	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB QUALIFICATIONS:	<p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p> <p>Knowledge of business English and Math, office management/workflow practices, and ability and willingness to work in teams.</p> <p>Demonstration experience and/or education in computer (hardware and software) operations, including: word processing, spreadsheet development, and database management.</p> <p>Ability to effectively manage a robust student information system.</p> <p>Knowledge of building fiscal and attendance requirements and systems.</p> <p>Ability to respect all confidential information.</p> <p>Ability to perform well under pressure (both time and quantity).</p> <p>Ability to work independently.</p> <p>Ability to maintain cooperative relationships and effectively communicate both orally and in writing.</p>	

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Accurately complete reports, collections, audits and validations as required by the federal Department of Education and Oregon Department of Education including quarterly ADM, Kindergarten Language, Math and Learning Assessments, Fall Membership, Exit Adjustment, CTE program updates, fall and spring English Learner, Recent Arriver, Staff Position, Staff Assignment, Class Assignment, Homeless, Discipline, Cohort Graduation and Dropout, NCES Graduation and Dropout, CDPR Title IA, 9th Grade On-Track, IUID, weekly SSID, USID, Medically Fragile, PE Minutes and Facilities, Civil Rights Data Collection, CTE Student and CTE Courses. Communicates with district directors regarding all compliance reports.
2. Primary contact for all district student information reports and student data, including state assessments. Prepares various data in a variety of formats at the request of supervisors or superintendent. Compile monthly enrollment reports.
3. Primary support for SIS, including electronic teacher gradebook and online parent access. Field questions and provide resources for accurate use of the programs for data compliance. Maintain SIS, including year-end rollover and start up settings.
4. Provide general department support to schools and route questions/calls/requests to appropriate sources.
5. Coordinate Secretary In-service, new secretary training and other ongoing training for other staff (principals, counselors, special education teachers, EL teachers, etc.) regarding special areas of concern.
6. Maintain an up-to-date online manual for secretaries with resources, guides and cheat sheets.
7. Provide technical support and data uploads for DIBELS, DIBELS.net, Renaissance, Think Central, connectED, Fitness Gram, Oregon Data Suite, Lifetouch, Destiny, One Call Now and other programs.

8. Regularly attend in-person and remote training for software updates and compliance reporting.
9. Provide general secretarial support to department supervisors.
10. Act as District Security Administrator for the ODE district secure website.
11. Provide support to schools for student assessment issues with online test platforms, including extended assessments. Code non-testing students. Maintain database of opt-outs. Support district test administrator as requested.
12. Create and maintain staff accounts for SIS, data warehouse and other programs.
13. Create and provide access to student registration form (paper and electronic versions).
14. Validate and code essential skills for seniors in SIS based on state assessment scores or as requested by schools.
15. Maintain database of Planned Course Statements.
16. Maintain student transcript data base with annual data uploads.
17. Communicate with district administration and supervisors, parents and local media in the event of school delays and closures or other emergencies.
18. Maintain district-wide computer password file.
19. Assist Curriculum Director with all curricular on-line postings and educational grade and Standards- monitoring programs.
20. Assist with budget document data entry and formulation. Key assist with Position Budget Statement
21. Assist with audit preparation. Provide data for auditors and meet with auditors regarding questions or clarification they may have.
22. Assist with election coordination.
23. Perform other tasks as assigned by supervisor.
24. Regular attendance is an essential function of this position.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.		x			
21-50 lbs.		x			
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.		x			
21-50 lbs.		x			
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.		x			
21-50 lbs.		x			
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)
Works Inside ___100___% of the time
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist		x			
Crouch/Squat		x			
Kneel		x			
Crawl		x			
Walk-Level Surface				x	
Walk-Uneven Surface		x			
Climb Steps			x		
Climb Ladder		x			
Work at Heights		x			
Reach at or Above Shoulder		x			
Reach Below Shoulder				x	
Use of Arms				x	
Use of Wrists					x
Use of Hands					x
Grasping/Squeezing				x	
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					x		
Standing			x				
Walking			x				
Change Positions			x				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate?

Yes

No

Date of Release:

If not released to regular work at this time, please provide an "ANTICIPATED" DATE:

Physician's Signature

Date



Klamath County
School District