

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7333  
Pay Grade: E01

FLSA: Exempt  
PTS

<b>STUDENT INFORMATION SPECIALIST – PINELLAS TECHNICAL COLLEGE</b>
<b>REPORTS TO:</b> Director, Pinellas Technical College
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in a business, education, or related field, or an equivalent combination of education, technical training, and experience.
<b>PREFERRED:</b> Courses in Computer Science. Related school-based experience.
<b>MAJOR FUNCTION</b>
The Student Information Specialist-Pinellas Technical College performs complex diversified clerical and data processing- related duties pertaining to the preparation, input, storage, retrieval and reporting of student and class- related data and has overall responsibility for the registration process and the student record systems at a Pinellas Technical College campus and locations the campus is responsible for work, including the scheduling of all students. Position is responsible for maintaining current information on TPR (Teacher/Pupil Ratio) for each program, fee waivers, fee exemptions, and placement/follow-up reporting.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Supervises and assists with student registration on a scheduled and ongoing basis in the required student categories</li><li>• Supervises the subordinate employees in the student registration and records office</li><li>• Prepares and maintains a master schedule of all students</li><li>• Prepares or assists in the preparation of specialized reports which may require statistical compilation and/or mathematical calculations</li><li>• Assists in monitoring program compliance with the Course Code Directory</li><li>• Prepares all information for the colleges' schedule of classes</li><li>• Coordinates colleges data processing procedures as they pertain to Portal and other Student Information Systems</li><li>• Prepares and submits all required data and reports to the CTAE Operations Specialist</li><li>• Prepares and submits final class reporting documents</li><li>• Maintains student records for program completion and awarding of certificates</li><li>• Provides student information for placement and follow-up reporting</li><li>• Performs clerical and data entry activities for all student and state reporting data</li><li>• Assists in the preparation of reports concerning student data</li><li>• Performs other related duties as required</li></ul>

**STUDENT INFORMATION SPECIALIST – PINELLAS TECHNICAL COLLEGE**

**TERMS OF EMPLOYEMENT**

*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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 6/90 PBL; BOARD APPROVED: 8/22/90 REVISED MF, D&R, & MQ's 3/11 LMCK:  
BOARD APPROVED: 4/26/11; REVISED PG, TITLE, MQ, MF, D&R 01/12/15 CH; BOARD APPROVED:  
02/24/15

**STUDENT INFORMATION SPECIALIST – PINELLAS TECHNICAL COLLEGE**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				