

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0509
Pay Grade: C09

FLSA: Exempt

ADMINISTRATOR, STUDENT INFORMATION SYSTEM

MAJOR FUNCTION:

Manages district's Student Information System for all schools and sites.

DUTIES AND RESPONSIBILITIES:

- Conducts help line activities for users.
- Coordinates the correction of information on the SIS (Student Information System) at the school-based level.
- Assists with the development of school master schedules.
- Coordinates school based SIS installation, training, conversion and start-up.
- Assists schools in investigating and evaluating optional software modules.
- Assists in synchronizing data transfers, downloads and state transmissions.
- Serves as a liaison with governmental agencies.
- Coordinates training for school-based personnel when changes are made to SIS.
- Coordinates reporting activities.
- Participate in cross-functional committees related to student information and system issues
- Insures proper FTE collection and calculation.
- Completes required state reporting.
- Recommends hardware and software upgrades and new purchases.
- Provides onsite assistance to system users.
- Represents district interests and needs to vendors, user groups and related entities.
- Manages vendor contracts and relationships.
- Coordinates user training.
- Coordinates data correction.
- Coordinates activities between the school system and SIS.
- Troubleshoots hardware and software problems and coordinates resolution.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university. State certification in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Four (4) years of related professional experience. Demonstrated proficiency in the use and management of end user computer systems. General knowledge of total school system required. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 7/93; BOARD APPROVED: 7/14/93; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MF and D&R: 2/01 PBL; REVISED TITLE, PG, MF,D&R,MQ: 1/08 AK; BOARD APPROVED: 2/12/08.

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

ADMINISTRATOR, STUDENT INFORMATION SYSTEM

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 video display terminal					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				

Administrator, Student Information System – ADM.