

TITLE:

Student Data Management, Infinite Campus Administrator, Assistant to Director of Pupil Personnel –Accounts Specialist

QUALIFICATIONS:

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience; possess the necessary literacy skills to fulfill the performance responsibilities of the job; minimum of one year of experience in keeping school student attendance records and one year of experience with Infinite Campus preferred but not required.

REPORTS TO:

Director of Pupil Personnel

PRIMARY JOB GOAL:

To perform highly responsible and complex secretarial duties; to exercise independent judgment in assisting the Director of Pupil Personnel in implementing various programs; apply considerable knowledge, use, and interpretation of district policies and procedures and state regulations as they relate to the various issues of the jobs of the Director of Pupil Personnel; to assist in the maintenance of student records and data.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administrative office principles, procedures, practices, and equipment; knowledge of district organization, operations, policies, and objectives; knowledge of state rules and regulations as they relate to student attendance and various State Department of Education programs; excellence in business English, grammar, spelling, punctuation, and telephone techniques and etiquette; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with others and work effectively under minimum supervision; possess skills in computers, word processors, and peripheral equipment; proficient typing and keyboarding skills; ability to work under pressure to meet the demands of the job; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills and skills in basic accounting for the purpose of maintaining financial ledgers.

PERFORMANCE RESPONSIBILITIES:

- Assists the Director of Pupil Personnel with administrative matters; interviews callers, exercising considerable judgment with applying experience in making decisions; provides information in accordance with established procedures and policies; refers problems requiring technical answers to appropriate administrator(s).
- Assists the Director of Pupil Personnel in matters pertaining to student attendance.
- Maintains regular communication with the State Department of Education contact people from the various program agencies in order to serve as liaison between the State Department of Education and the Director of Pupil Personnel.
- Communicates with district personnel on confidential or sensitive issues.
- Assures timely communications between office and district employees; makes phone calls to receive and transmit information; types memos, bulletins, letters, and notices; composes correspondence or prepares from rough draft.
- Researches and compiles information and computes statistical data as requested by the Director of Pupil Personnel in working with various programs.
- Types correspondence, parent information, and other materials as assigned by the Director of Pupil Personnel.
- Attends meetings and organizes materials and other essentials for meetings attended as they relate to the various programs of the Director of Pupil Personnel.
- Maintains budget ledgers, dispenses purchase orders, prepares invoices for payment, and helps deliver orders for programs administered by the Director of Pupil Personnel.
- Accounts Payable- enters invoices into Munis for various accounting budgets for bi-monthly payments and prepares general ledger journal entries for the CFO, in regards to the DPP various accounts.
- Mediator for all above accounts in answering questions regarding payments, W-9, and salary questions.
- Prepares annual salary spreadsheets including federal deductions for FRYSC budgets accounts
- Oversee use of FRYSC budget expenses according to state policies
- Assist in the accounts payable process for all FRYSC grant accounts and special welfare donation accounts.
- Serves as a technical resource to school attendance clerks and other school personnel in matters relating to student services, attendance, student information system, and other 3rd party systems.
- Assists all certified and classified staff in daily use of IC

- Trains new employees on use of IC
- Trains new attendance clerks in all duties that are included with the position
- Conducted several training courses for district personnel; e.g. FERPA, IC use, Ad Hoc Reporting and analyzing statistics for KDE reporting, beginning of year training
- Manages advanced ad hoc reports and exports them to Excel to strategically analyze and give end user result requested
- Performs troubleshooting for all Infinite Campus problems, error messages and user errors
- Contacts designated KDE personnel to resolve E98, E99, and other conflicts which are identified on the weekly conflict report generated by KDE.
- Serves as the System Administrator for student information system, Infinite Campus.
- Continues in continuing education in the student information system.
- Works with SIS vendor support staff as one of the two designated local SIS support staff to resolve issues related to the SIS.
- District contact for all IC support tickets.
- Point of contact for District and individual school student data and statistics.
- Point of contact for the Kentucky Student Information Systems and KTS.
- Assists in the organization and coordination of the programs administered by the Director of Pupil Personnel, noting to the Director of Pupil Personnel areas that possibly need attention and consideration.
- Maintains Director of Pupil Personnel files in an organized manner.
- Assists the DPP and school attendance clerks/secretaries in birthdate and school enrollment verification.
- Assist Principals with hiring attendance clerk positions.
- Help manage six school attendance clerks in their daily duties as it pertains to the student information system data and school processes.
- Provides technical support and oversight for six attendance clerks, including but not limited to the balancing of monthly attendance reports state and local reports and monthly audit reports.
- Conducts quarterly meetings with attendance clerks to provide guidance and support
- Organizes and conducts monthly/quarterly meetings with Attendance Clerks to make sure they are on task and are up to date with legislature changes and updates
- District Registration Coordinator - Plan and organize districtwide enrollment and annual centralized registration.
- Implements and manages District Online Registration.
- Specializes in customizing Online Registration annually to meet the needs of the district.
- Manage household data, demographics, and census information in Infinite Campus
- Administers and maintains Student and Parent Portal accounts and communication.
- Works with Human Resources on biannual LEAD reporting.
- Supports all Principals and Counselors with LEAD questions and assist them with corrections.
- Coordinates with Food Service Director to ensure Infinite Campus reporting of Free and Reduced student eligibilities.
- Works closely with the Technology Department on implementing 3rd party systems and integrating with Infinite Campus
- Researches historical records and produces verification of age & enrollment, transcripts, and other information upon request.
- Assist in genealogical searches and former student information using Microfilm and Microfiche
- Helps manage the State's Transcript Request Service Provider, Parchment Transcript Exchange
- Works with Secondary Education organizations with Parchment Transcript Exchange
- Coordinates or prepares and mails student transcripts to receiving schools upon appropriate request.
- Screens calls and takes messages for immediate supervisors whenever necessary.
- Maintains District Home/Hospital records including applications and approval/denial of services, Home/Hospital teacher contractual service documents, documentation of contact hours, and coordinate the recording of appropriate attendance with school attendance clerks.
- Discusses Home Hospital Legislature with Parents, Students and Staff
- Staffs all Home Hospital students with a certified teacher for regular education and special education students
- Reviews Home Hospital State Program Reported information.
- Counsels Parents/Students on Home School Legislature
- Annually communicates with any home school that is noncompliant
- Maintains student records according the KDE Retention Policy
- Assists with state program No Pass/No Drive
- Audits school attendance records on a daily basis (uploads and reports).
- Enters attendance data, and prints and distributes monthly reports to individual schools.
- Assists DPP with state reports.
- Audits truancy referrals from principals and prepares legal "Final Notice" letters and court petition/complaint documents for DPP approval and/or submission to the Courts/CDW/County Attorney.

- Maintains the Director of Pupil Personnel's calendar; arranges for meetings of the Director of Pupil Personnel with various groups both within and outside the district.
- Conducts initial interviews on the phone or in person with parents, teachers, and other employees; answers questions, refers to appropriate staff member(s) and schedules appointments with the Director of Pupil Personnel; receives and resolves complaints as appropriate or refers matter to proper personnel.
- Assists in the completion of purchase orders for all supplies and equipment purchases through the Title IV and FRYSC budgets.
- Prepares bills for payment for Title IV and FRYSC expenditures.
- Keeps ledger on expenditures for the Title IV, and FRYSC programs.
- Prepares required periodic reports for submission to state Cabinet for Families and Children (CFC)/FRYSC office.
- Completes and files quarterly and/or final expenditure reports for the Title IV and FRYSC programs and mails to the State Department of Education/CFC-FRYSC state office.
- Prepares and forwards a copy of the FRYSC MUNIS report to each of the district's FRYSC Coordinators monthly.
- Completes forms and prepares reimbursement reports for Title IV expenditures.
- Screens and routes the Director of Pupil Personnel's incoming correspondence; follows up to assure prompt response or action.
- Types correspondence including information regarding confidential matters; keeps a copy of all correspondence sent by the Director of Pupil Personnel.
- Implementing an auditing system that ensures compliance with KDE requirements for documenting tracking of attendance. This includes ensuring accuracy of free and reduced lunch counts, T-codes, sign in/sign out logs, physicals, immunizations, home hospital counts, and specialized days like AFD & EHO
- Oversees State Audit every rolling five years.
- Maintains all phases of student database system which includes staff member rights, parent portal and student portal access, accuracy of household information and data entry
- Consult with all staff on efficient use of Infinite Campus features which includes coordination between 3rd party systems like lunchbox and school messenger, grade cam technical support, working with guidance counselors on course set up and scheduling, developing complex ad hocs to assist school administration with data analysis, and training new staff members on grade book setup and IC usage
- Performs related duties and assumes other responsibilities as may be assigned by the Director of Pupil Personnel and the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		X								X	
b. Walking		X	X								
c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING

____ 0-10 lbs. ____ 11-15 lbs. ____ 16-30 lbs. ____X____ Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? ____ Yes (If yes, complete 2a,2b,2c,2d,2e)
____X____ No

2b. Repetitive hand movements? ____ Yes ____X____ No

2c. Simple Grasping?	Right Hand Yes ____ No ____	Left Hand Yes ____ No ____
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2d. Power Grasping?	Right Hand Yes ____ No ____	Left Hand Yes ____ No ____
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2e. Pushing Pulling?	Right Hand	Left Hand
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	Yes _____ No _____	Yes _____ No _____
2f. Fine Manipulation:	Right Hand	Left Hand
	Yes _____ No _____	Yes _____ No _____

3. (a) Does the job require worker to reach or work above the shoulder? ____ Yes __X__ No

Frequency? _____

(b) Reaching at or below shoulder level? __X__ Yes ____ No

Frequency? As needed

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? ____ Yes __X__ No

5. Are there special visual or auditory requirements? ____ Yes __X__ No

If yes, please describe (i.e. working with computer terminal):

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? ____ Yes __X__ No

b. Is the employee exposed to fumes or airborne particles? ____ Yes __X__ No

If yes, please specify:

BLOOD/FLUID EXPOSURE RISK: (check the right category)

__X__ Category I: Tasks involve exposure to blood, fluid, or tissue

____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

____ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

Up to 240 days per year; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: July 10, 1995

Revised February 11, 1999

Revised May 22, 2008

Revised May 21, 2009

Revised June 15, 2017

Revised August 08, 2019

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____