

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
Infinite Campus (IC) Technical Assistant	Superintendent Principal	Up to 70 days, 7.25hrs per day	Classified Salary Schedule – H VIII Certified Salary Schedule

SCOPE OF RESPONSIBILITIES:

Assists the Superintendent and Director of Pupil Personnel in the creating, compiling and reporting to the Kentucky Department of Education as needed all data and reports related to the school calendar, master schedule, student membership and attendance in the Anchorage District. Work can be performed remotely as approved by the superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the attendance records of the school district, and does daily entry of attendance and absences.
2. Maintains Infinite Campus (IC) attendance program mandated by the state, and updates student information for district-wide student database.
3. Implements the pupil accounting services, and prepares all local, state, and federal pupil personnel reports as required.
4. Assists in the administration of the attendance procedures and maintains district enrollments, census and withdrawal records.
5. Maintains accurate records of high school students and where they attend school.
6. Maintains a current record of all non-residential pupils for tuition purposes.
7. Builds and maintains teachers' schedules in the IC system.
8. Prepares and submits the following reports:
 - a. SAAR – Superintendent's Annual Attendance Report
 - b. Safe Schools
 - c. LEAD Report – Certified employees qualifications/School Assignments
9. Manages the IC Grade Reporting System
10. Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Experience building a master schedule in IC preferred.
2. School experience preferred.
3. Training in IC Software preferred.
4. Fluent in building and manipulating spreadsheets.

PHYSICAL DEMANDS:

The work is performed while sitting, standing and walking. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements.