

SCHOOL OFFICE ASSOCIATE II – DATA TECH

GENERAL RESPONSIBILITIES

Perform various tasks related to the use and maintenance of the various student database systems.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the SASI manager.
- Coordinate data entry in the master schedule.
- Run student data system reports and processes.
- Perform processes related to Integrate Pro.
- Serve as a backup to the attendance secretary.
- Assist and train staff members with CLASSxp.
- Perform the daily backup of the student database.
- Develop and run various queries for school personnel.
- Coordinate student data entry.
- Run and review edit reports.
- Attend SASI focus group meetings.
- Serve as the primary contact between the school and Data Operations section of the Department of Technology.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard school routines and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to prepare and maintain computerized records and systems; basic knowledge of student database systems; keyboarding skills as well as word processing and spreadsheet skills are required; ten-key numeric keypad entry skills are desirable.

EDUCATION AND EXPERIENCE

High School Diploma or GED equivalent supplemented by various courses in computer use. Previous experience in the use of the current student database system desirable.

A comparable amount of training and experience may be substituted for the minimum qualifications



PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 12/08
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