



### STUDENT INFORMATION DATABASE COORDINATOR

**Department:** Administrative

**FLSA Status:** Exempt

#### **GENERAL PURPOSE**

This position supports and maintains a division wide database (PowerSchool) that may be used by a variety of departments and schools. In addition, the position provides training and serves as a technical advisor to others in the use of the database.

#### **ESSENTIAL JOB FUNCTIONS**

- First level contact and support of a system-wide database such PowerSchool or IEP Online.
- Troubleshoot questions relating to the database.
- Update, verify reports and edit listings from the database.
- Generate reports and information for database users.
- Create and test instructions for procedures as needed.
- \_Perform data validation and provide updates to possible inconsistencies and or errors to administration.
- Research and change records and tables as requested.
- Generate a variety of reports from the database, i.e.: report cards, progress reports and scan sheets.
- Implement and communicate product enhancements.
- Perform housekeeping duties, i.e. filing, typing, copying, moving equipment, etc.
- May operate optical scanning equipment.
- Train personnel in the use of the database.
- Work with the database vendor to solve problems, load patches, etc.
- Maintain online records.
- Maintain system security.
- Performs related tasks as assigned.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associate's Degree in Database Management, Public Administration, or a related field.
- Five years of related database management experience and training.
- OR equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office practices, procedures, and equipment.

- Knowledge of school system routines and procedures.
- Knowledge of business English spelling and grammar.
- Knowledge of basic arithmetic.
- Skill in effective communication, both orally and in writing.
- Skill in preparing and maintaining computerized records and systems.
- Ability to establish and maintain effective working relationships with associates.
- Ability to work well under pressure.
- Ability to organize and perform work independently.

### **WORKING CONDITIONS**

The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date