

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE JOB DESCRIPTION**

**Job Title: Assistant Student Information Systems Coordinator    Department: Technology**

**Grade H  
H.P.D. 8  
D.P.Y. 260**

**Date Reviewed: November 2019      Reports To: Chief Technology Officer**

**Purpose of Job:**

This position will serve as a substitute for any Attendance Personnel in the schools with a long term absence, as well as working with the SIS Coordinator to train any new personnel on Powerschool in addition to working with any school office personnel, when needed.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Extensive knowledge of the Student Information System to be able to assist school personnel as needed.

When attendance personnel are out for a long term absence, this person will be available to complete the duties that pertain to attendance record keeping. Will need a working knowledge of the various methods of each school as pertains to that record keeping.

Maintains a working relationship with the SIS Coordinator and the internal programmers in order to assist with any revisions to the data that the school office personnel will need to implement.

Maintains a knowledge of various computer software programs that share data. Helps to analyze the data for accuracy. Answers inquiries and gives assistance concerning the Student Information System.

Communicates and assists school office personnel in correcting errors within the Student Information System software packages. Helps facilitates annual training for existing programs/procedures for current school personnel as well as train new employees during the year in the correct use of the Student Information System.

Helps evaluate procedures for needed improvement as it occurs throughout the year.

Knowledge of computerized office products to include, but not limited to, such programs as word processing, spreadsheets (to include charts and graphs), and presentation software. Should have ability to assist school office personnel with the proper use of these products, when assistance is needed to obtain accurate data

**Additional Job Functions:**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- A Bachelor's degree in Business Administration or in a related field with 2 years of office administration. Additional years of qualifying experience may be substituted for each year of the college requirement.
- Functional knowledge of an enterprise software system.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Technology practices as they pertain to the performance of duties relating to the position. Has comprehensive knowledge of Student Information Systems (SIS) as well as the State Database and Human Resource Database. Knows how to produce reports from the SIS, and is knowledgeable in the day to day usage of the SIS and is capable of assisting other school personnel in problem resolutions. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of this job include: communication with persons of varied technology knowledge and backgrounds; working as part of a team; adapting to changing priorities; setting priorities, meeting deadlines and schedules; working with detailed information/data; and applying logical processes and analytical skills.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Student Information System Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Student Information System Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Student Information System Coordinator.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee’s Signature**

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**Supervisor’s Signature**

\_\_\_\_\_  
**Employee’s Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**