

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: TREASURER/DATA MANAGER-STUDENT INFORMATION SCHOOL-BASED

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of moderate to complex support functions for the school as a treasurer and student information data manager at an assigned school. Work involves independently preparing routing correspondence, compiling information for reports, maintaining computer-based accounting and student information systems and performing technical accounts payable functions. Employee is also responsible for maintain school-related files of a variety of records, reports, documents, and correspondence and assimilating information from a variety of sources to compose letters, reports and provide information data. Employee reports to a Principal or Assistant Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Screens and independently handles calls and visitors; gives a variety of information utilizing knowledge of programs and procedures; answers telephone and takes messages; types correspondence for administrative staff.

Maintains and accurate record of absences for school-based employees in a computerized system; completes the turnaround report for payroll; informs staff of the number of days remaining for annual and sick leave; assists teachers with leave forms when needed.

Check prices for supplies in the warehouse catalog; types and codes requisitions; prepares some maintenance service requests; verify supply orders and distribute; assists assistant principal with required fire drills.

Maintains a multi-fund bookkeeping system using a computerized accounting program; verifies and receipts collections from teachers and other school personnel; creates deposits daily, issues local purchase orders for school funds; verifies invoices for payment; enters accounting transactions into the system; generates monthly reports including cash/flow statements, balance statements, and income/expenditure statements for each fund; maintains accounts payable files for verification of receipt of items.

Processes information using a variety of computer driven word processing spread sheet and file maintenance programs. Work includes assimilating information from a variety of sources to compose letters, generate reports and provide informational data.

Schedules substitute teachers for unexpected absences and assists teachers as needed; assists

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substitutes as various needs arise.

Summarizes information for standard reports; selects data from varied sources; maintains service log for copiers, typewriters, office equipment; maintains records of student accidents and insurance claims; maintains school lunch fund for students.

Types monthly copier maintenance reports and a variety of invoices and forwards to the administrative offices.

Maintains inventory of school supplies and orders items as needed.

Screens and routes materials according to content of communications; opens, sort and distributes mail; routes information to the appropriate persons.

Assists students, parents, other persons coming into office.

Composes forms, letters, memorandums, reports, minutes; drafts information and newsletters; corrects punctuation, capitalization spelling and grammar of material transcribed and determines proper placement or arrangement.

Utilizes the computerized student information system of the district; a computer-driven system of word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve student information as requested or as otherwise necessary.

Prepares and maintains other computer databases pertaining to student records, activities and demographic information.

Prepares and maintains database on student enrollment, records data such as student's name, address, parents or guardians, sex, race, immunization record, grade of assignment, class schedule, grades, school bus assignment, lunch period assignment, medical needs, emergency contacts, etc, records students' enrollment and withdrawal from school, records reasons for withdrawal and students' plans as available.

Prepares and maintains database of daily student attendance, utilizes computer-driven scanner to enter data from submitted forms, reviews late-arrival forms and reconciles with absences to create "tardy" lists, reviews check-out forms and reconciles with absences to create "early leave" lists, enters codes into files to indicate individual students' excuses for absences and prepares correspondence to students' parents to advise of excessive absences according to established policies.

Prepares attendance reports and reconciles manual and computer reports monthly.

Prepares and establishes master schedules which show courses, classrooms, time periods, teachers,

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and other relevant information; produces student schedules and inputs changes and corrections.

Performs advanced scheduling which includes assisting administrators in the scheduling process; ensuring accuracy in data builds; identifying solutions to being less than 100 percent scheduled; identifying course changes where complications exist; identifying where additional teachers may be needed based on student course selection; and identifying conflicts in scheduled class times.

Develops and prepares customized reports for the Department of Public Instruction.

Processes information and forms for obtaining academic progress information; scans form or loads information from teacher's electronic gradebook files, prints edit lists; runs and distributes report cards; runs related academic reports such as failure lists, honor roll, and grade distribution lists.

Prepares and maintains database of student grades, entering information as provided and processing data to prepare statistical reports, report cards, and transcripts; records data from end-of-course tests via scanner, and prepares reports for appropriate teachers.

Prepares and maintains records of exceptional students being served by school, including student's enrollment and personal data, and specific handicap(s) of individual students.

Prepares and maintains computer testing records of students and prepares files/reports to be used in school accountability (ABC's).

Records and maintains student disciplinary actions and suspensions, and prepares periodic statistical reports.

May compare various data against data in secondary or previously used information system, contacting such officials as necessary to resolve discrepancies.

Designs complex student information reports that require identifying a variety of databases from which to retrieve information; builds new database to generate special reports; designs format in which to display data, and checks reports for accuracy.

Provides technical support for computer network within the school; serves as a liaison and contact person to the Technology Services Department to solve the more complex computer problems.

Provides technical support to teachers, staff, and administrators in the use of the electronic gradebook software.

Selects data from varied sources, and summarizes information for standard reports, including preparing reports for submission to school administrators, school system administrators, and DPI, as required or as requested, ensuring delivery in a timely manner.

Records various files on diskettes for storage as backup copies or for delivery to appropriate

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officials or offices.

Troubleshoots hardware and software problems and errors in computer equipment or software, determines cause of error or stoppage and applies corrective steps or standard operational techniques in cases where stoppage can be corrected; develops remedies to identified program deficiencies or operational failures.

Performs routine maintenance on computers and peripheral equipment, such as adding paper and toner, replacing ribbons, cleaning, etc.

Maintains appropriate backups and system security for the assigned school.

May serve on various schools and/or school system committees, attend meetings or participate in other activities of such groups as appropriate.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of database management, with specific emphasis on use of the student information management system.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by course work in secretarial science or business practices with specific course work in the operation of popular word processing, spreadsheet and file maintenance computer programs preferred and 1 – 3 years experience in secretarial or clerical work and some experience in office management and the operation of computers using popular word processing, spreadsheet and file maintenance programs; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional,

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structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of computer related operations associated with the student information management system and the electronic gradebook programs used by the district.

Working knowledge of computer terminology, computer operations and peripheral equipment.

General knowledge of common software packages such word processing, spreadsheet and file maintenance programs.

Considerable knowledge of the student information maintained at a school site.

General knowledge of the principles of organization and administration.

Ability to transcribe information and to prepare standardized forms, letters and reports from that information.

Ability to operate a computer and common office machines.

Ability to troubleshoot common hardware and software problems.

Ability to perform routine maintenance on computer equipment.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge of the school.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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