

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title _____ Student Services Data Facilitator _____

Supervisor's Title _____

Date Prepared _____ 3/99 _____ **Date Reviewed** _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Coordinates data information operations and operations personnel for Information Systems. Facilitates communications between computer operations and end-users for gathering and distributing data information. Trains operations personnel and end-users. Performs data operations function when necessary.

Essential Functions

Coordinates data information operations. Manage and coordinate personnel, equipment and inventory for data information operations. Responsible for tracking and completion of all data information requests. Coordinate between operations personnel and district personnel on all regularly scheduled data information maintenance and processing including: year-end roll over, quarterly report card, archiving of data information etc. Troubleshoots data information problems including lost, inaccurate or corrupt data. Coordinates with vendors and district personal for preprinted operations inventory.

Trains HP System end-users throughout the district whose functions include administrative, secretarial and educational purposes. Acts as the liaison between programmers and end users. Trains operations personnel in aspects of data information operations. Creates and maintains end-user access to HP System. Serves as resource person for student support services applications. Understands school and district department operations to facilitate data information operations and data information requests.

Manages and tracks data information requests. Controls programs being processed in HP system. Submits jobs for data information request. Manages data information requests to completion including jobs submitted by other departments and district personnel. Produces output from data information requests in multiple formats: print, disk, tape, electronic etc.

Backs up System Operator including operates and maintains department systems. Backs up department systems. Maintain Tape Library, generates payroll/accounting and archives historical data. Operates and maintains computer operations equipment and maintains operations inventory.

May backup "Help Desk" and front desk as needed. Enters and retrieves work orders on Help Desk system. Answer Help Desk phone and solves stated problems. Answers front desk phone and assist caller with problems or requests for information. Tracks outgoing data information requests.

Maintains Security for Information systems Office and Computer room in the District Office building including accounting data and processes, and district data and processes. Supports Computer Based Attendance Systems. Maintain computer based attendance system equipment include scheduling repairs. Maintains computer based attendance system users for both attendance scanning and online attendance. Trouble shoots both attendance scanning and online attendance problems.

Support Computer Based Grading Systems. Maintains users for computer based grading system. Trouble shoots computer based grading system. Support E-mail System. Creates and maintain Internet E-mail accounts. Coordinate Operation/Support Personnel Scheduling. Schedule Operations personnel for peak and off-peak processing. Supervises operations personnel job assignments.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge Skill and Ability

Must be able to operate a variety of computer systems: HP mini computer, PC, printer, micro-printer, DTC console, scanners, modem, tape and disc drives. Must know the commands that control these systems. Requires management skills, organizing ability, coordination and scheduling skill, interpersonal relation skills and technical accuracy.

Minimum Entrance Requirements for Training

Requires a High School diploma or equivalent. One year additional training in data processing or computer systems. Demonstrated competence in reading, writing, math, and verbal skills. Must be able to learn district control language.

Minimum Entrance Requirements for Prior Experience

Needs to have 2 years job related experience including 1 year in a supervisory role with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Supervises and schedules operations personnel. Determines need and issues passwords

for systems and access to the Network. Makes recommendations for changes to standard forms. Maintains inventories and orders new supplies. Resolves problems with contractors and reviews products for quality.

Interaction with Others (Non-Supervisory)

Interacts with administrators, secretarial staff, educational staff and vendors.

Supervision

Directs the work of 2 operations personnel.

Working Environment

Work flow is constant and varying with frequent interruptions. Deadline must be met in spite of interruptions. Normal, indoor working condition prevail on this job with the exception of high noise levels from computer system.

Physical Demand Characteristics

May lift and move weights up to 50 lbs.