

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST I – STUDENT ASSIGNMENT

JOB DESCRIPTION

JOB CODE: 771315 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 26
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED;
- (2) Minimum of five (5) years experience in data processing; Experience in reading maps and the use of map-related software, preferred; and
- (3) Minimum of two (2) years successful experience in customer service.
- (4) Multilingual, preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of school district student administrative computer systems. General working knowledge of state and district policies and procedures relating to: the student information system, zoning, state reporting, accountability, home school, virtual school and transportation. Ability to establish and maintain effective working relationships with administrators, staff, parents, students, and the general public. Ability to react to problems and have capacity for interacting with others in problem resolution. Ability to organize, maintain records, prepare reports, and function with minimum supervision. Ability to communicate effectively both orally and in writing. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently, take initiative and make decisions with minimum supervision. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner. Skill in use of computer applications. Ability to read maps and use map related computer programs.

REPORTS TO:

Manager – Student Assignment

JOB GOAL

To effectively and efficiently assign students to programs and schools, maintain electronic database of households, extract and manage student data in multiple student information systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Review and verify household and student information provided by the parent based on school board policies and procedures.
- *(2) Find coordinates on a map and determine school boundaries and assignments from official school zone maps.
- *(3) Identify conflicting data issues using multiple primary source records.

SPECIALIST I – STUDENT ASSIGNMENT (Continued)

- * (4) Assist parents in the registration requirements and available choice options utilizing tact and good judgment and established guidelines and procedures.
- * (5) Identify and assist families who meet the criteria for McKinney-Vento Act eligibility.
- * (6) Disseminate relevant information and publications to the public about area schools in the Alachua County Public School System.
- * (7) Work to build and enhance positive relationships between parents and schools.
- * (8) Maintain accurate home school records.
- * (9) Add, edit, and maintain all household and related zoning information.
- * (10) Assist the public in resolving questions related to zoning, assessment, home school, virtual school and other departmental responsibilities.
- * (11) Maintain quality control of student data used in district, state and federal reporting.
- * (12) Perform compliance/audit checks of school-level student attendance reporting.
- * (13) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (14) Demonstrate initiative in identifying and resolving potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (15) Exhibit interpersonal skills to work as an effective team member.
- * (16) Adhere to good safety standards.
- * (17) Attend all staff meetings and workshops
- * (18) Assist with maintaining a clean and orderly environment.
- * (19) Be knowledgeable of and adhere to Board policies.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Demonstrate support for the school district and its goals and priorities.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Maintain expertise in assigned area.
- * (25) Manage time efficiently.
- * (26) Model and maintain high ethical standards.
- * (27) Participate in cross-training activities as required.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Prepare all required reports and maintain updated and accurate records.
- * (30) Represent the District in a positive and professional manner.
- * (31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.
- * (33) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

SPECIALIST I – STUDENT ASSIGNMENT (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted: 4/19/16