



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Information Management Specialist (High School / Center / Community School)
JOB CODE: MM-012
CLASSIFICATION: Non-Exempt
SALARY BAND / GRADE: 15
BARGAINING UNIT: FOPE - Clerical
REPORTS TO: Administrator/Principal or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Ensure that accurate student data is available for State and management reports by gathering and inputting student information, course information, schedules and other vital information into the district student database system.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Information Management Specialist shall carry out the essential performance responsibilities listed below.

- ~~adhere~~ Adhere to instructions and prescribed methods and procedures to meet all required deadlines.
- ~~create~~ Create the school Master Schedule, Bell Schedule, Secondary Bell Schedules, and Course Dictionary by entering required information in the district student database system, based on information received from school Assistant Principal or Administrator.
- ~~ensure~~ Ensure the accuracy of all student data entered for ~~the purposes of the~~ the State Full Time Equivalent (FTE) reporting or Workload and Performance Funding, as applicable.
- ~~maintain~~ Maintain knowledge of current State Department of Education requirements and meet all established deadlines for FTE reporting or Workload and Performance Funding, as applicable.
- ~~enter~~ Enter information on all new enrollments, withdrawals and renewals ~~to maintain current student information into~~ the district student database system. Enter students' personal information and create students' permanent record with data provided.
- ~~assign~~ Assign student numbers, enter individual schedules for all high school students and maintain accurate documentation of all changes.
- ~~process~~ Process report cards, changes in grades, and incomplete notices, as appropriate.
- ~~generate~~ Generate a variety of regular and special reports from TERMS, Data Warehouse, Optispool and other local web-enabled reporting systems.
- ~~review~~ Review, interpret and edit as ~~required~~ on-line reports in from the district student database system, as required.
- ~~check~~ Confirm grades of entering, changing, shared and transferring students. Notify teachers of incomplete grades and follow up with administrator as required.
- ~~maintain~~ Maintain student progress in technical or adult educational programs, as applicable.
- ~~assist~~ Assist other school personnel in accessing, viewing, retrieving information and entering student data into the and using the district student database system ~~by providing support with questions regarding viewing, retrieving and entering of student data.~~
- ~~maintain~~ Maintain and secure confidential files that support FTE documentation for auditing purposes or Workload and Performance Funding, as applicable.
- ~~work~~ Work with the Registrar for correctness to ensure the accuracy of student grades information sent to colleges, ~~via computer for student acceptance and transfer.~~
- ~~assist~~ Assist with student registration, as needed.
- ~~create~~ Create and assign a three digit identification number to ~~approved~~ designated personnel for to authorize access to systems ~~access, reports and to obtain~~ other required information.
- ~~interact~~ Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.

- ~~perform~~ Perform mathematical computations that involve the addition, subtraction, multiplication and division of whole numbers and fractions.
- ~~monitor~~ Monitor the location's Class Size Reduction progress with the designated administrator on an ongoing basis.
- Safeguard the confidentiality of all student data and other forms of privileged information entrusted to the school.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~Participate~~ Participate, successfully, in the training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to ~~the assignment~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to ~~job responsibility responsibilities.~~
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the administrator/principal or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- A minimum of Four four (4) years within the last five (5) years of clerical related experience with an advanced knowledge of standard office practices and procedures.
- Knowledge of clerical practices and procedures, including, filing, answering phones or utilizing standard office equipment.
- ~~Must successfully complete~~ Successful completion of the Broward County Information Management Technician Training within the first 90 days of employment or the first available training class.
- ~~Must have passing test scores:~~
 - ~~Computer Keyboard Skills:~~
 - ~~Speed 40~~
 - ~~Accuracy 70~~
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Two (2) years of Broward county school based clerical or data processing experience with periodic application of mathematical skills is preferred.~~
- Knowledge of Department of Education regulations and standards as it relates to FTE reporting and Class Size Mandate.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with district, school-based personnel, parents and students to perform daily tasks.

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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/2/78

ER80-12 Approved: 10/2/80

Revised Title: 1/17/89

Revised: 11/17/92 &

Adopted: 12/1/92

Board Adopted: 12/16/03

Board Adopted: 6/1/04

Board Adopted: 12/7/04

Board Adopted: 4/21/09

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