



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Information Management Technician (Elementary / Middle School)  
**JOB CODE:** MM-006  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** 14  
**BARGAINING UNIT:** FOPE - Clerical  
**REPORTS TO:** Administrator/Principal or Designee  
**CONTRACT YEAR:** Twelve Months

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**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's student database system.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Information Management Technician (Elementary / Middle School) 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.
- ~~maintain~~ Maintain knowledge of current State Department of Education requirements and meet all established deadlines for FTE reporting.
- ~~enter~~ Enter information on all new enrollments, withdrawals and renewals ~~to maintain current student information into~~ the district student database system.
- ~~assign~~ Assign student numbers, enter individual schedules for all students and maintain accurate ~~copies~~ 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 and transferring students. Notify teachers of incomplete grades and follow up with administrator as required.
- ~~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.
- ~~transfer~~ Update the system with, via computer, information of regarding students promoted to middle/high school.
- ~~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 Two two (2) years, within the last five (5) years of clerical related experience with a working 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:

- ~~School based office experience with periodic application of mathematical skills is preferred.~~
- ~~Guide and communicate successfully with others.~~
- 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