**MOHAVE VALLEY ELEMENTARY SCHOOL DISTRICT #16**

JOB DESCRIPTION –STUDENT DATA AND ACCOUNTING STEWARD

POSITION STATEMENT

Serves the entire district in performing student data accounting duties of above average difficulty which require the use of logic, critical and independent judgment; and a broad knowledge of District and State AzEds policies and procedures. Includes, but not limited to coding, recording, maintaining, and reporting of school AzEds data.

QUALIFICATIONS

1. A minimum of a high school diploma or equivalent.
2. Two years of progressively responsible related experience required.
3. Ability to operate standard business equipment, including computer and adding machine.
4. Knowledge of current software programs to include student data management, word, access, and excel.
5. Good computational and logic skills.
6. Ability to handle multi-tasks efficiently.
7. Ability to meet deadlines.
8. Good human relations skills.
9. Ability to work well under stress.
10. Knowledge of and adheres to all policies, regulations and rules.
11. Satisfactory criminal background check.

GENERAL DUTIES

Responsible for maintaining and auditing all student demographic, programmatic, and special education data for the district.

SPECIFIC DUTIES

1. Responds to all internal and external customers, as it relates to the position, in a prompt, efficient, friendly, and patient manner.
2. Provides support to all AzEds users.
3. Assists in revising Student Attendance Manual and holds training sessions for all SAIS users.
4. Compiles and submits all ADM figures for the District.
5. Compiles and submits Special Populations Data – Special Ed, ELL, Title I, Gifted, Homeless, Free and Reduced, Impact Aid, etc.
6. Compiles and creates statistics for a variety of Excel and user defined reports as needed.
7. Monitors the ADE website and make sure any and all changes are properly implemented.
8. Monitors daily attendance records to make sure they are all input and coded correctly.
9. Coordinates with school secretaries to ensure all enrollment, withdrawal, and grade transfer codes and dates are accurate.
10. Performs state uploads every 10 days for all sites.
11. Reconciles and audits 40 day and 100 day, attendance exceptions and year end reports within 10 days of the date for each site to ensure accurate membership reported to ADE.
12. Assumes responsibility for all aspects of the AzEds reporting process and be able to make corrections as needed to enable all records acceptable by ADE and yearly audit in accordance with USFR regulations.
13. Maintains Special Education Database (Synergy SE), special education files, keeps track of timelines and requirements related to special education students.
14. Performs related secretarial duties as assigned.

TERMS

8 hours/day, 12 months

SUPERVISOR

Business Manager, Director of Special Services