

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: SASI Coordinator

FLSA: Non-exempt

GENERAL SUMMARY

Coordinates the collection and input of SASI student data to include serving as a liaison with school personnel, provides training and assistance to school-based SASI clerks, and ensures the coordination and execution of all data transmittals to the State Department of education. Reports to the Director of Technology.

ESSENTIAL FUNCTIONS

Coordinates with district department heads and superintendents to ensure all SASI data requests and information are disseminated accurately.

Coordinates with Principals, Guidance and SASI Clerks to ensure that all data entry is completed accurately and in a timely fashion. Serves as a liaison between district and school level program administrators to ensure accurate, thorough, and effective use of data.

Assists with and/or corrects data entry as necessary and where appropriate.

Performs all necessary activities related to data extraction and reporting for district, state and federal accountability and funding requirements, including but not limited to data entry, review, verification and extraction of student attendance records.

Provides data extracts for district instructional software, testing, and grant development. Responsible for transmitting all data reports to the SDE. Serves as the primary data contact person for state agencies dealing with the District.

Updates the SASI program to maintain the latest versions of all modules/components and SDE changes.

Creates training materials and participates in district-wide meetings, training activities and the distribution of appropriate information. Meets with SASI Clerks and other district personnel on a regular basis to discuss and resolve various data management issues.

Supports and troubleshoots all aspects of the SASI program including modules such as ClassXP and InteGrade. Responsible for nightly updates of the Excent program, ClassXP, and InteGrade.

Assists schools in resolving scheduling issues.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Minimum of high school diploma and three years experience using computer applications in an office environment, or a post-secondary degree in computer applications with some experience; or an equivalent combination of education, training, and experience. Experience with the SASI Student Management system and supervision or classroom instruction experience in technology training preferred.

Knowledge:

Advanced knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary. Thorough knowledge of departmental policies, procedures, and operations. Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, and word processors. Thorough knowledge of spreadsheet analysis, knowledge of the records and reports which must be prepared and maintained. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort:

Proficiency with Microsoft Professional Office applications including Word, Excel and Access. Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports. Ability to multi-task and work independently and unsupervised. Ability to communicate effectively both orally and in written format. Possesses technical aptitude necessary to learn current and future student management applications and the integration of such software with common office applications, such as Microsoft Professional Office. Ability to successfully complete district, state and other training courses relevant to the completion of job assignments. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction. Ability to work independently on responsible and confidential assignments and clerical tasks. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, typewriters, computers, switchboards, etc. Ability to make arithmetical computation and tabulations with speed and accuracy. Excellent organization, time management and telephone skills.

Working Conditions:

Conducts duties in an office and training center environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required. Nature of job requires frequent use of CRT for long durations.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____
_____ Date: _____
_____ Date: _____