

Job Description

Job Title: Statistical Information Specialist

Position Code: 6N04, FN04

Job Classification: Non-Exempt

Supervisor: Supervisor, Management Information Systems

Pay Grade: 21

Contract Length: 245 Days

Job Summary

Position is responsible for providing data and information regarding student schedules, attendance and testing records.

Essential Duties

1. Trains all new employees on data processing procedures related to clerical and registrar duties.
2. Trains employees on attendance procedures and acts as resource for problems.
3. Creates and coordinates all aspects of "Homework Hotline."
4. Assists the supervisor with the completion and verification of various state reports.
5. Models non-discriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor, Management Information Systems or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma, preferably supplemented with additional training in computer applications or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Additional technical training in word processing, spreadsheet and database management software required. Working knowledge of Microsoft Word and excel required. Previous work experience in an educational environment with data entry and monitoring of student data in a database required. Experience working with the online Student Information Management System in Newport News Public School preferred. Must possess the ability to organize and compile statistical data. Must possess the ability to explain basic technical material and provide routine problem solving. Must possess knowledge of standard office practices, procedures, equipment, and clerical techniques. Must possess the ability to follow complex directions and work independently, as well as in teaming situations. Must possess excellent organizational, communication, and record-keeping skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor, Management Information Systems

This job description in no way states or implies that these are the only duties to be performed by this employee. The Statistical Information Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Management Information Systems or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date