

DATA LIAISON SPECIALIST - SCHOOLS

Code No. 4-20-035

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the oversight and/or maintenance of a student management computerized system for a school district. Duties include providing user support to staff and technical support to administrators by maintaining and utilizing the system and facilitate the accurate generation, maintenance, and reporting of student related data. The employee reports directly to, and works under the general supervision of, an administrator or other higher level staff member. General supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees, maintains and utilizes major functions of the student management system including proper grade reporting, attendance records, behavior reports, end of quarter, semester and year end reports, and transcript tracking;

Oversees the processing and scheduling of reports and audit procedures;

Develops queries and reports (standard and custom) for staff that meet Federal, State and local report requirements;

Trains staff and other users on the capabilities and requirements of the student management system software;

Ensures accuracy and integrity of student data via system program management tools;

Troubleshoots program management issues and either resolves problem or refers it to another source;

Leads group meetings to standardize program management procedures and implement changes;

Functions as a help-desk resource and provides staff with technical support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of school district policies, procedures, and programs as related to student management systems; thorough knowledge of system capabilities and reporting requirements as they relate to computerized student record management; good knowledge of the goals, objectives and priorities of data tracking programs; good knowledge of the current literature, sources of information, and technological developments in the field of database management; working knowledge of related database development, spreadsheets, and statistical software; analytical ability; organizational ability; ability to work independently and apply sound problem-solving skills; ability to establish and maintain effective working relationships; ability to train staff and support computer programs; ability to develop training material; ability to troubleshoot computer problems; good judgment; ability to communicate both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience working with a database management system including the collection, storage, manipulation, and retrieval of records such as student or staffing records; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: March 5, 2009

ADDITIONAL INFORMATION:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.