



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Database Scheduling Specialist
<b><i>Payroll/Personnel Type:</i></b>	10 ½ Month Position
<b><i>Reports to:</i></b>	Principal

**Position Summary:**

Under the direction of the principal to assist in the leadership of the school in the area of data processing.

**Essential Functions:**

1. Plan, organize, and supervise all procedures pertaining to program making and maintain efficient coordination with the guidance department and department heads.
2. Plan, organize, and maintain accurate, efficient pupil accounting procedures.
3. Plan, organize, and supervise the activities of the attendance clerk.
4. Serve as liaison with the Director of Data Processing.
5. Plan, organize, and maintain accurate grade reporting procedures.
6. Plan sound, fair teacher assignments with the principal's approval.
7. Maintain accurate permanent records and insure their proper handling and safekeeping.
8. Prepare and submit an accurate state report.
9. Prepare and submit an accurate North Central Report.
10. Maintain contact with North Central Representatives.
11. Supervise teacher performance in data processing activities.
12. Interpret data processing instructions, reports, etc., to the school administrator and faculty.
13. Coordinate all activities with the enrollment center.
14. Orient all new teachers to data processing responsibilities.
15. Review attendance records and promptly notify the guidance assistant principal of any student's excessive absence.
16. Upon notification from the guidance department, initiate prompt enrollment and withdrawal of students.
17. Complete essential grade reporting, with student accounting and master scheduling activities during the summer.
18. Performs other duties as assigned.

**Experience:**

- Missouri Teaching Certification at the secondary level preferred.
- A minimum of three (3) years teaching or equivalent experience.
- Preferred administrative experience in data processing such as C&D reporting, High School Master schedules, enrollment and withdrawal procedures or grade reporting

**Education:**

- Bachelor's Degree in related field



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***