



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

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| Position Title: | Data Scheduling Specialist |
| Payroll/Personnel Type: | 10 1/2 Month |
| Reports to: | 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:

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

Knowledge, Skills, and Abilities:

- Preferred administrative experience in data processing such as C&D reporting, High School Master schedules, enrollment and withdrawal procedures or grade reporting

Experience:

- A minimum of three years teaching or equivalent experience
- Missouri Teaching Certification at the secondary level (preferred)

Education:

- Bachelor's Degree (required)



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