

Fairfield Public Schools

Title: Information Systems Coordinator

Job Purpose Statement: Receives, processes and distributes student, teacher and course data in a computer information system to produce a variety of reports, schedules, and records.

Supervision Received: Receives general direction from the Director for Pupil Services and Counseling; works independently and establishes priorities within general work assignment; and reports completion of projects to Administrator.

Supervision Exercised: Provides task supervision to secretarial staff on special projects; and provides training on new computer applications, programs, or systems, including the Infinite Campus Student Management System.

Essential Job Functions:

Coordinates high school reporting and information needs for computer application. Creates, compiles and generates reports associated with students' registration, daily schedules, grades, ranking and transcript files. Organizes information into accessible work files. Receives, enters and processes student and staff information on a daily basis. Produces special information reports upon authorized request. Uses the Infinite Campus System to produce reports for administration, counselors, and secretaries and has the ability to design and create ad hoc filter reports in many areas. Provides explanation and support to other administrative secretaries on how to access the reports.

Coordinates all aspects of high school grade reporting and maintenance of grades and transcripts for all students and staff. Has the ability to create summary reports in the grading system for staff. Assists teachers with their Grade Book issues.

Inputs data and maintains Teachers Utilization, Room Utilization, Study Halls, Course Catalog, and Master Schedule files. Assists Counseling staff members with student related data in Town based system (Infinite Campus). Coordinates the planning and use of central system to assure maximum efficiency

Coordinates information needs for computer applications. Gathers data for analysis of problem areas or potential applications. Reviews findings with Administrator or appropriate staff member. Designs system improvements or innovations. Facilitates all conditions of computer use by secretaries. Makes trial runs of proposed applications and reviews with users as needed.

Performs additional tasks as assigned by the Headmaster or Director for Pupil Services.

Incidental Job Functions:

Operates and maintains office computers, printers and fax machine.

Prepares reports from data for school administrators, counselors, teachers and secretaries to apply in their daily duties.

Assists in daily activities of office, providing clerical and telephone assistance as needed. Performs related work as required.

Knowledge, Skills and Abilities: A working knowledge of school-based computer applications, and the ability to maintain operating skills in a rapidly-changing field. Ability to acquire a working knowledge of the policies, procedures and goals of the school system. Technical skill to trouble-shoot program and hardware problems and to take corrective action. Ability to apply principles of computer science to solve practical problems and deal with a variety of concrete variables where limited standardization exists. Ability to plan and coordinate computer-based programs and projects. Ability to train non-technical persons in computer operations. Ability to relate in a positive, friendly manner with staff members and the public. The Coordinator should be a self-starter, with imagination to develop new methods to improve student data collection in the rapidly changing computer environment.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with an Associate's degree in Computer Science and three years of increasingly responsible experience in coordinating and operating a data-based information system or an equivalent combination of education and experience. Requires excellent computer operation skills and the ability to perform duties under deadlines. Strong people skills are essential since the Coordinator interacts with faculty and the public throughout the day.

Physical Exertion/Environmental Conditions: While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds such as boxes. Specific vision required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of the position. Lifting of light to medium weights, e.g. files, office supplies, etc. A high level of stress involved in meeting schedule deadlines and conflicting demands of units dependent upon generation of information.

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