

CAMPBELL COUNTY SCHOOLS
Classified Job Description

TITLE: Student Information System and Transportation Clerk Position

QUALIFICATIONS:

- 1. High school diploma or GED**
- 2. Successful experience working with data information systems**
- 3. Possess the professional and personal characteristics necessary for working effectively with others.**
- 4. Organized and flexible**
- 5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.**

REPORTS TO: Transportation/Software Director

JOB GOALS: To provide assistance with Student Information Systems and clerical support to Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for attendance auditing components of Student Information System such as check in/check out procedures and records, state attendance report balances, enrollment issues and data conflicts. Help maintain school calendars and state system files.
2. Provide support with software reporting support such as: QBE and query support; attendance/discipline letters and reporting support; KY state date standards reports.
3. Provide support with the coordination and comparison of SIS/Transportation Data for inaccuracies in student demographics; bussing information between SIS/VersaTrans; T-Code auditing and verifications
4. Provide support with SIS (free, reduced, paid lunch indicators) comparisons between SIS/Horizon. Food service reporting; import/export procedures for comparison.
5. Provide support with the data stewards and standards for SIS reporting comparisons and auditing of all state data; such as SAARS, growth data, LEADS, Safe Schools, ELS, TEDS, FRYSC, ESS, KEES, Medicaid/SETS, NCLB, Gifted and Talented, CATS and CTBS
6. Provide support in the Transportation department as needed or necessary in areas of clerical assistance, phone and dispatching, and pulling camera data and cue for reviews
7. Obtain CDL for back up driving responsibilities as needed or necessary.
8. Any other responsibilities as assigned by the Transportation Director

TERMS OF EMPLOYMENT: Work Schedule - 197 days
Salary as established by the Board of Education.