

JOB DESCRIPTION



DERBY PUBLIC SCHOOLS
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Position:	Paraprofessional to support Human Resources & District Data Coordinator
FLSA Status:	Non-Exempt
Reports To:	Human Resources & District Data Coordinator
Bargaining Unit:	Non-Affiliated
Supervises:	N/A
Work Year:	12 Months
Reviewed:	08/2015
Revised:	08/2015

GENERAL DESCRIPTION

The Human Resources & District Data Clerk assists the Human Resources & District Data Coordinator in the areas of employment, benefits, employee relations and general department functions and is also responsible for the administration and the maintenance of the district's student information systems, as well as the compilation and submission of required district, state, and federal reports.

QUALIFICATIONS AND REQUIREMENTS

- High School Diploma; Associate's degree preferred
- Proficiency in Microsoft Office Suite
- Knowledge and skills in the use of Pearson PowerSchool
- Ability to train/teach other to use student information software and systems
- Necessary skills to communicate effectively with students, parents, staff, and the community.
- Ability to be self-directed, possess the ability to tend and manage details, be organized
- Must establish and maintain cooperative working relationships with staff, administration, general public
- Ability to multi-task, manage multiple projects at one time
- Demonstrated expertise in the use of technology to support educational database systems
- Experience with data compilation and state reporting
- Must be able to maintain high levels of confidentiality

DUTIES AND RESPONSIBILITIES

- Maintain and manage the district's PowerSchool student database system, including setup and maintenance of all schools in database; creating reports and forms used by PowerSchool; creating custom pages for ease of use by school staff; setting up school/district years/terms; running year-end reports and rolling over the district; entering new staff and providing training and support as needed; assist in evaluating and recommending software add-ons.
- Maintains all files in the Human Resources office and Human Resources database.
- Meets with new employees to review employment paperwork and district procedures.
- Collects and records retiree health insurance payments.
- Submits Teachers' Retirement contributions and demographic changes electronically.

- Tracks employee attendance in AESOP and records in the Human Resources system.
- Assists the school staff in logging attendance and substitutes into AESOP.
- Maintains the Human Resources page on the website and updates information and forms regularly.
- Maintain and manage the district’s student database systems, including setting up and maintaining sync with PowerSchool for IEP Direct, Horizon, Naviance, Destiny, and SchoolMessenger. Updating students/staff/classes at the beginning of the school year including but not limited to a variety of student assessments, such as ThinkCentral (Journeys), Amplify (Dibbles), NWEA (MAP), and AIMSweb.
- Assist in maintaining and managing the district’s pages of the website including entering new staff and providing training and support to staff members related to website use.
- Assist IT in operation and maintenance, and training needs of the district’s SchoolMessenger staff and parent communications system.
- Register new students including scheduling registration appointments and taking in initial required documents to distribute to schools.
- Provide support for key communications systems, including technical support and staff training, creating and maintaining documentation related to district’s Information Technology systems.
- Data Reporting of Graduation/Dropout Rate; Compile and report Enrollment, Discipline and Attendance Rates for Monthly Data Dashboards; At Risk reports for Valley Kids Belong monthly; Alliance District Dashboard quarterly; Create and compile results of surveys.
- Other duties as assigned by the Human Resources & District Database Coordinator.

EVALUATION

Performance of this position will be evaluated by the Human Resources & District Database Coordinator on an annual basis.

ACKNOWLEDGEMENT:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s appointing authority, or designee.

 Superintendent or designee

 Date

My signature below signifies that I have acknowledged the contents of my job qualifications and have reviewed the contents of my job description and that I am aware of the requirements of my position.

 Employee

 Date