



COMPUTER SYSTEMS OPERATOR

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Two years of experience in the operation of computer systems and applications
- Knowledge of computer systems and current software packages
- Equivalent combination of education/training/experience

B. DESIRED

- Some experience in training others
- Experience with SASI software and network systems (NOVELL)
- Prior school district experience in a similar position

SUMMARY

Provides computer operation for scheduling, attendance and grade reporting functions. Answers inquiries and provides assistance as directed by supervisor concerning methods to facilitate the processing of data with greater accuracy and speed.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Maintains file access, keeping updated records of network users
- Installs new and revised software, identifying solutions through use of software applications
- Codes and verifies data entry information. Responsible for file maintenance and backup operation of the same
- Performs minor routine maintenance and makes minor adjustments to machines as needed
- Provides individual student schedules, student failing notices, class rosters, report cards, and generates permanent record labels and grade point average for permanent records
- Provides database information regarding student information, master schedule, scheduling results, enrollment/membership, and ethnic data
- Furnishes daily reports showing students absent by period and prepares daily list of students who have exceeded a specified number of absences in any one class during the semester
- Furnishes a master list at the end of each reporting period showing total absences per period and computes average daily attendance. At the end of each report period, furnishes the aggregate number of ADA days lost by class and by type
- Furnishes mailing labels, directory list for armed service recruiters, immunization lists for health services, master teacher list to district substitute office, and master student list to cafeteria for federal lunch program
- Provides data for attendance, vocational and North Central reports, ESL, REACH, Support Center, Indian Education, and Student Discipline Reports, Eligibility, etc.



COMPUTER SYSTEMS OPERATOR

- Trains employees in proper creation of input data and use of output data
- Orders supplies
- Exhibits patience, courtesy and tact in dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate with District personnel of all levels
- Ability to meet deadlines under time constraints
- Ability to problem solve
- Ability to sustain extended work hours
- Ability to understand complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to bend, pull, climb, stand, twist and occasionally lift equipment of at least 20 pounds