

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**SENIOR INFORMATION SYSTEMS CONTROL SPECIALIST**

**QUALIFICATIONS:**

1. High School Diploma
2. At least 5 years' experience supporting the Database Administrator of a large database
3. Experience documenting procedures for end users with varying level of expertise
4. Experience providing training for end users with varied levels of expertise
5. Strong knowledge of PowerSchool and district procedures
6. Clear understanding of relational databases
7. Strong oral and written communication skills.

**REPORTS TO:** Coordinator of Reporting/Enrollment

**JOB GOAL**

To provide support to Coordinator with Database Administrators (DBA) responsibilities. Including, but not limited to: security and access, end-user support, documentation and dissemination of processes and procedures, and performance of data audits and process audits.

**SUPERVISES :** No Supervisory Responsibility

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for providing direct support to schools in conjunction with a coordinator.
2. Supports school secretaries in accurately updating student records during the ASSA reporting period and throughout the year.
3. Supports training for secretaries in data entry procedures as needed.
4. Provides direct support to schools in the use of the student information system :
  - i. Develop data entry and other procedures with Supervisor and advise school users of those procedures.
  - ii. Perform regular maintenance tasks as outlined by the Coordinator
5. Support the preparation and submission of required federal, state and TBOE reports:
  - i. Actively oversees the daily work of the school secretaries and the overtime secretarial team during the ASSA reporting process.
  - ii. Collaborates with others to ensure that accurate files of submissions are maintained and available for review.
  - iii. Fulfills ongoing requests for transcripts and other student information reports.

5. Supports operations of payroll, budget, and human resources offices on an as needed basis.
  - i. Supports production of payroll checks and notices, regular bank transactions, for payroll and accounts payable.
  - ii. Supports, monthly close and year-end processing for human resources, payroll and budget offices.
7. Performs other such duties and responsibilities as assigned.

**TERM OF EMPLOYMENT:**

Twelve (12) month position

**BARGAINING UNIT:**

Business & Technical

**SALARY:**

In accordance with Business and Technical Contract, Guide B

**STATUS:**

Hourly \_\_\_\_\_

Salaried  X

Exempt \_\_\_\_\_

Non-Exempt  X

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Business & Technical personnel.

**BOARD APPROVAL:**

May 31, 2016