



JOB TITLE	DEPARTMENT	REPORTS TO
Secondary Database Specialist	Office of Teaching and Learning- Curriculum	Coordinator of Secondary Programs

<b>Position No:</b> 63096	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C26	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/10/23

JOB GOAL
To maintain accurate and up-to-date records in the district.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Associate Degree from accredited community college or minimum three years progressive experience in technology.</li> <li>2. Experience and knowledge of the current Student Information Systems</li> <li>3. A minimum of two (2) years of experience in clerical work or data entry or an equivalent combination of training and experience.</li> <li>4. Knowledge of data entry.</li> <li>5. T.A.B.E. Test or successful completion of one (1) year of college work.</li> <li>6. General office skills.</li> <li>7. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To perform daily data entry as appropriate at a district level.</li> <li>2. To interpret and develop written procedures to utilities in Skyward.</li> <li>3. To maintain FL Course Code Directory (CCD) and upload each month.</li> <li>4. To update and maintain the accuracy of the curriculum master.</li> <li>5. To analyze, verify, and test data to evaluate, troubleshoot, diagnose, and resolve issues with school-based data entry.</li> <li>6. To train new and back-up registrars and support secondary school data specialists and guidance staff including school counselors. To serve as liaison between Secondary Guidance and Advisement district staff and school personnel.</li> <li>7. To independently respond to requests for information, compose written correspondence and compile research materials.</li> <li>8. To maintain and assist with updates to the Student Progression Plan (SPP)</li> <li>9. To receive data and review for accuracy and completeness.</li> <li>10. To keep records, prepare summaries and complete reports.</li> <li>11. To maintain an appropriate filing system.</li> <li>12. To perform assigned tasks in a timely and efficient manner.</li> <li>13. To perform assigned tasks with a high standard of quality.</li> <li>14. To perform other duties as assigned by the supervisor.</li> </ol>

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.