

Student Services Coordinator

Job Title: Student Services Coordinator

Part Time Employment: 24 Hours per week

Reports to: Superintendent

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records.

Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing.

Knowledge of TXeis Software System

Ability to meet established deadlines.

Strong organizational, communication, and interpersonal skills.

Ability to understand detailed written or oral instructions.

Experience:

2 years of experience preferred in school district administrative support position requiring collecting and entering data; experience using coding systems

Major Responsibilities and Duties:

Records and Reports

1. Coordinate the collection, integration, and formatting of all data required for submissions
2. Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit according to prescribed state deadlines.
3. Run edits, reports, and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
4. Verify data submitted and submit corrections in a timely manner.

Other

5. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
6. Compile, maintain, and file all reports, records, and other documents as required.
7. Follow district safety protocols and emergency procedures.

Posted According to Law June 6, 2019



