

POSITION DESCRIPTION

DATE: 8/3/00 Page 1 of 3 TITLE: Management Information Services/Financial Support Personnel (MIS/FSP)

DEPARTMENT: Hannahville Indian School

DIVISION: Administration/Special Education

POSITION SUMMARY: Insure the integrity of pupil/staff information in the district data base systems. Report the pupil and staff accounting data to the appropriate administrators, federal and state agencies as required for appropriate funding. To insure the district computer program is functional and operational. Confidentiality is an essential part of this position.

SUPERVISION: Works under the general supervision of the Principal and Special Education Coordinator.

SUPERVISION EXERCISED: Provides training to office staff on the use of the districts computer data base software program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 1.0

Districts Computer Data

- 1.1 Set up and maintain existing users with the appropriate security, including profiles, passwords, and assignments, insuring the integrity of the program.
- 1.2 Monitor usage and the status of all database files for teaching and office staff.
- 1.3 Investigate software problems and notify appropriate provider for service.
- 1.4 Provide assistance and training to users in the proper use of both computer hardware and software.
- 1.5 Attend all User Group Meetings and remain current on software updates.

2.0 Pupil and Staff Accounting Data Base

- 2.1 As directed by principal/asst principal, assign student numbers, teachers and lockers.
- 2.2 Maintain enrollment figures and eligibility statics.
- 2.3 Assist Administrators with Master Schedule concerns. Enter student course requests each February.
- 2.4 Appraise staff of scheduling conflicts course cancellations, and limitations. Create, move or cancel sections of classes , when needed, as directed, prior to semester start. Compile and distribute course and class counts, student schedules, and student course verification mailings.
- 2.5 Calculate daily total enrollment, total attendance, print and distribute reports to appropriate Administrators.
- 2.6 Assist Administration with report for Pupil Accounting Information.

3.0 Administrative Duties and Responsibilities

- 3.1 Responsible for the administration of the school districts data processing operation.
- 3.2 Maintain Pupil Accounting and Attendance Reports.

- 3.3 Assist in preparation of special education budget annually and maintain contracts for speech pathologist, calculating and updating contracts as needed.
- 3.4 Assist the Principal and Special Education Coordinator with the preparation of district, Intermediate School District, Federal and State Reports.
- 3.5 Compile, calculate and prepare data for reports necessary for future funding.
- 3.6 Maintain personnel files, conduct reference and background checks, IAW federal and state laws for Nan Tah Wahsh P.S.A. employees. Maintain Medical Piles. Maintain special education Student files and special program files.
- 3.7 Assist with updating employee and student handbooks.
- 3.8 Responsible for staying current with employee laws, federal and state pupil accounting regulations and procedures.
- 3.9 Assist the Principal and Special Education Coordinator with daily correspondence, maintain personal calendars of various meetings outside the school, process and make travel arrangements as required.

PERIPHERAL DUTIES: Other related duties as assigned.

DESIRED QUALIFICATIONS:

Education: High School Diploma, Associates Degree in Business Administration preferred but not required.

Experience: Senior level data processing and 5 years experience in executive office administration.

Knowledge: Knowledge of general accounting procedures and practices. Knowledge of computer operations procedures, systems and software. Working knowledge of data base, spread sheets and work processing programs.

Skills and Abilities: Ability to think logically, analyze and solve problems. To identify and define user tasks. Ability to plan organize and coordinate work independently. Communicate effectively verbally and written correspondence and technical data information. Ability to establish and maintain effective working relationships with employees and the general public.

TOOLS AND EQUIPMENT USED: Computers, scanners, calculators, fax and copy machines, telephone and switchboard. Variety of Computer software, spread sheets, data base, and word processing.

PHYSICAL DEMANDS: The work is sedentary. Typically the employee may sit comfortably to do the work. There may be some walking, standing bending and carrying light items, such as papers and books, as well as a lap top computer.

WORK ENVIRONMENT: Work is performed in an office setting and involves some over night travel.

SELECTION GUIDELINES: Completed employment applications and resume, rating of education and experience; oral interview and reference check.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirement of the job.

Signature _____
(Employee)

Date _____

Signature _____
(Supervisor)

Date _____

Signature _____
(Director)

Date