Murfreesboro City Schools

Job Description

**Student Data and Support Services Assistant**

*Central Office Personnel*

**CREDENTIALS:** Must have a High School Diploma or equivalent GED, college preferred.

**OTHER QUALIFICATIONS:** Must protect confidentiality rights of parents, children and other sensitive information. Must be proficient in Excel and Word. Must have strong organizational and clerical skills with attention to detail. Must have a good understanding of data flow and processes and be able to analyze data. Knowledge of TN Student Information Systems, SKYWARD SIS, other Microsoft software, Google Docs, Google Forms, etc., a plus. Previous experience troubleshooting data is helpful but not required. Previous experience in an Administrative Assistant, Secretarial, Clerical or Records role is helpful but not required.

**PHYSICAL DEMANDS:** This person must be physically active and interactive throughout the day, have excellent memory; be emotionally mature and able to handle stress; possess the intellectual, sensory, and motor skills necessary for efficient office management, be flexible and the ability to work in an open, potentially distracting environment. This person must be able to lift up to 30 pounds.

**PRIMARY DUTIES:**

- Support school-based Student Data and Attendance Secretaries with technical assistance, monitor student record uploads, assist system attendance staff and school staff during registration and other high-volume projects, and manage district-level student record requirements.

-Support Federal Programs Director with reporting and data management requirements, including McKinney-Vento records and reporting.

- Schedule and track CPI Non-Violent Crisis Intervention training, coordinate trainers, communicate with school administrators, and plan trainer certification.

- Support the Coordinator of Behavior Support and staff, including, but not limited to: School Counselors, Social Workers, and Behavior Specialists. Support RTI2-B functions and services.

- Support schools by coordinating interpreter services, maintain service usage records and coordinate payments.

- Support Outreach Department with record-keeping responsibilities.

- Purchase materials and supplies for all Student Support Services departments, as needed.

In addition to primary duties listed above, perform other duties as assigned.

**STAFF RELATIONSHIP**: Directly responsible to Assistant Superintendent Student Support Services

**TERMS OF EMPLOYMENT:** Full-Time 10-month contract. Non-Exempt. Salary and Benefits set annually.