

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Middle School Data Processing Specialist

Qualifications:

High School diploma or equivalent. Associates Degree or higher is preferred.

Prefer a minimum of three years or more office experience, preferably in a public school

Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.

Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.

Experience using Powerschool, Schoolspring, AESOP, Teachpoint, Novatime, and/or Munis

Maintain the student information system ensuring information accuracy for each student profile.

Responsible for managing student movement in Powerschool, adding and deleting students as needed.

Assistant in the annual development of student and staff schedules in Powerscheduler and manage student schedules in Powerschool through the school year, as needed.

Manage the daily attendance

Update information and send files to the teachers to produce report cards.

Coordinate and distribute report cards/grading information

Receives and uploads report card data. Verifies the information and organizes final progress reports and report cards for distribution.

Exports information from PowerSchool into a variety of formats so that the data can be used for additional purposes.

Assist in preparing official October census report for the Department of Elementary and Secondary Education.

Collect and report school data

Maintain class lists

Input data for development of the master schedule

Share responsibility for visitors, doors and phones

Work closely with the Data Manager and school administration to develop new reports for the middle school.

Maintain an organized, clean work environment

Attends training programs as required to become familiar with new data processing systems and reports.

Performs secondary responsibility for substitute staff and management of AESOP.

Performs other job related responsibilities as requested.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

School Committee Revision Date: