



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: IST - Electronic Records Analyst/Trainer
FLSA Status: Exempt
Salary Grade, if non-union: SG18
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work in planning and coordinating the implementation of the Florida Automated System for transfer of Educational Records (FASTER), and for coordinating the state electronic reporting process from data preparation to editing and correcting. Responsible for reporting related to grades, GPA calculation, class rank and graduate data.

Essential Functions of this Job

Plans and coordinates all aspects of electronic transfer of student records. Documents FASTER procedures and assists schools with implementing those procedures. Provides user support to schools and departments for student and staff databases. Assists departments/schools with data preparation. Responsible for preparation and/or transmission of all permanent record and transcripts. Coordinates the editing/correcting process.

Responsible for recording DOE educational records reporting requirements and notifying appropriate departments/schools. Assists departments/schools in implementing state reporting requirements.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of the school system and school data processing applications and procedures. Working knowledge of rules and regulations associated with educational records. Familiarity with student information system software. Ability to organize technical information for presentation. Ability to

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communicate effectively orally and in writing. Ability to maintain effective working relationship with all levels of personnel. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree or at least seven years experience with information systems.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0900
EEO5: 44
Approval Date: 2011-02-23
Date Last Revised: 2015-03-01

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