

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: *Computer Database Specialist - HRVHS*

**Job Purpose Statement/s:** The job of "Computer Database Specialist" is done for the purpose/s of maintaining Hood River Valley High School's student database, and providing support to system users. This position is under the supervision of the building administrator and does not supervise other employees.

### Essential Job Functions:

- **Maintains** accurate and complete information for HRVHS in the student software database for the purpose of insuring accuracy of reporting attendance, report cards, interim progress reports, registration and withdrawal of students, transcripts, immunization data, schedules, honor roll, forecasting and other required state and federal reports.
- **Completes** reports in a timely manner for the purpose of submitting required reports to the Oregon Department of Education, ensuring accuracy of data for ADM, Special Education, ELL, TAG and Pregnant and Parenting .
- **Provides** high school staff with data/information which assists them in the performance of their job duties.
- **Assists** in design, troubleshooting, analyzing and publishing database reports, labels, forms, etc., via Cognos Impromptu for the purpose of completing reports and providing data to users.
- **Protect** authorized student information and release to local newspaper and colleges for the purpose of providing information and ensure the protection of directory information for students whose parents have opted-out.
- **Prepare data** for the purpose of accurate and clean rollover at year-end.
- **Orders** Pentamation forms for attendance and report cards as needed.
- **Provides** training for high school staff as requested.
- **Develops** and meets established deadines for grade reporting, including class lists, scan sheets, report cards, grade verification reports and any additional reports needed by staff to support the monitoring of student academic performance.
- **Assists** in the annual forecasting process to ensure accurate and timely data, including developing and updating forecasting forms.
- **Monitor** and troubleshoot attendance systems for accuracy and provide technical assistance as needed.
- **Substitute** for attendance clerk when needed
- **Complete** the master schedule to specifications and update student schedules as directed to provide administration and staff with class load information and class lists as needed.

### Other Job Functions:

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Collects** and processes funds (e.g., lunch, student body, special projects) for the purpose of processing within the guidelines of the district, state and auditors.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Oversees** work assignments of others (e.g. assistants, new employees, student workers, volunteers) for the purpose of providing orientation to their job assignments.

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#### Job Requirements - Qualifications:

- **Experience Required:** Three years of job related experience.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation. **Knowledge** of district policies and procedures, rules & regulations related to assigned functions, budgeting, financial and statistical recordkeeping, standard office equipment, relational database software. **Abilities** to sit/stand for prolonged periods, work independently, understand & carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/ hearing conversations, near visual acuity/visual accommodation.
- **Education Required:** High School diploma or equivalent. Preferred: Two year degree in Business Management/Information Systems or related field.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; district drug screen clearance; BBP training.

CK/ggm

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