

**Job Title:** Student Support Services

**FLSA Exemption Status:** Exempt

**Term:** 260/261 days

**Minimum Qualifications:**

1. Successful completion of training from a recognized vocational or technical school, or an institution offering an advanced degree;
2. Demonstrate a willingness to accept responsibility and to cooperate with all levels of employees; and
3. Meets health and physical requirements.

**Job Objectives/Goals:**

To oversee the student attendance system for the school system and oversee other student related services

**Responsibilities and Essential Functions:**

**Attendance –**

1. Maintain a thorough knowledge of the current student management system and EIS data entry.
2. District database administrator.
3. Setup, maintain, and ensure district database accuracy.
4. Setup roles and users for student management system SMS.
5. Implementation, administration, training, and verification of data in modules utilized: Student information, Attendance, Medical, Grading, History, Transportation, Scheduling, Special Programs, Food Service.
6. Installation of student management system (state program utilized by local school system).
7. Attend scheduled EIS and/ or attendance related meetings.
8. Communicate regularly with departments to ensure proper data is entered in the current SSMS.
9. Preparation and electronic transmission of information to SDOE.
10. Generate reports from SSMS/EIS date.
11. Verify district data in EIS (Education Information System) and make necessary changes, additions, deletes.
12. Weekly preparation of documentation for juvenile court sessions.
13. Weekly appearance in juvenile court as needed.
14. District Data Warehouse account holder.
15. District EIS contact.
16. Verification and submission of student monthly/annual ADM/ADA for state funding purposes.
17. Verification of annual SDOE Graduation Roster.
18. Verification/Appeal of AYP Graduation Rate.
19. Verification /Appeal of data Warehouse dropout, suspension, expulsion, and promotion/retention data (state and federal data).
20. Provide parents/students /school personnel proper home school information.
21. Documentation of home school students.
22. Provide parents/students/school personnel proper homeless and migrant student information.
23. Documentation of homeless/migrant students.
24. SSMS Tech Support for district.
25. Prepare truancy petitions.

26. Documentation of truancy petitions filed.
27. Prepare documentation for students seeking driver's license/permits.
28. Maintain current knowledge of state/federal law in regard to public school attendance, homeschooling, homeless students, migrant students.
29. Implementation, administration, and training for Teacher Portal.
30. Teacher Portal tech support for the district.
31. Complete and submit purchase requisitions.
32. Extract SSMS student info needed for school photographers.
33. Upload student image files annually into SSMS.
34. Extract SSMS data for XAP transcript uploads.

Other duties include -

1. Serves as the Foster Care Liaison and Homeless Liaison
2. Public relations.
3. Safety Committee Member.
4. Campora FRC Advisory Council.
5. Perform other duties as deemed necessary by the Director of Schools.

#### **Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Manual Dexterity:** The ability to move the hands easily and manipulate small objects with the fingers.
5. **Form Perception:** To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

#### **Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Director of Schools or his/her designee

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

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