

Information Management Assistant II

Dept/Div: ClericalN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work completing data entry, correction or report requests, acting as an administrative assistant, maintaining various database systems for student records, assisting with database training, and related work as apparent or assigned. Work is performed under the moderate supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages the input and reconciliation of student database system information, grading, scheduling and reporting.

Assists and trains staff on the usage of systems.

Communicates regularly with parents for student events and data reconciliation.

Arranges the master schedule within the student system for administrative and teacher usage.

Completes transcript requests.

Evaluates applications for free or reduced lunch; prepares correspondence to families requesting free and reduced lunches regarding qualification status.

Prepares regular and irregular data reports from student database system information; presents information to administrators and outside agencies.

Acts as an administrative assistant for the office; performs duties of an Administrative Assistant I.

Prepares and maintains various student files.

Knowledge, Skills and Abilities

Thorough knowledge of office management techniques and equipment; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of effective supervisory techniques; general skill organizing work flow and coordinating activities; general skill operating personal computer equipment and related office and accounting software; ability to analyze and interpret policy and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and moderate experience working in database systems, as an administrative assistant, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, crouching, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately quiet location (e.g. business office, light traffic).

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Special Requirements

None.

Last Revised: 9/27/2011