



# Charter School Contract Information Specialist

Class Code:  
99048

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Jan 10, 2005  
Revision Date: May 1, 2020

## **SALARY RANGE**

\$11.67 - \$17.20 Hourly  
\$24,688.80 - \$35,776.00 Annually

## **GENERAL STATEMENT OF JOB:**

Under the general supervision of a Principal or Assistant Principal, accurately maintains all school based data sets relate to input, export, error correction and production files reports and forms necessary for tracking progress reporting, state and local FTE reporting and scheduling of students, and to assist with general office routines in support of the daily operation of the Charter School. Performs related work as required.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Utilizes school and district databases.
- Creates, maintains and verifies completeness of cumulative files and permanent records for each student.
- Coordinates and transmits data with district Management Information Systems and School SIS (Student Information System).
- Utilizes discretion and confidentiality in accessing, inputting and compiling data and printing student information, reports and records, including attendance and grades when required.
- Inputs bell schedules, updates student records and demographic data, produces calendars and schedules on SIS.
- Processes and maintains data for participation/eligibility in federal and state programs.
- Inputs referral, health and discipline data and special program information as directed by Charter School staff into SIS.
- Applies corrections as indicated by FTE error/edit reports to support accurate FTE reporting during periodic state surveys.
- Correlates and verifies accuracy of all required data elements between systems for compilation and upload to mainframe.
- Maintains electronic and paper files for audit requirements as mandated by the Department of Education (DOE).

- Develops spreadsheets as required by staff and administration to support data analysis, funding impact and program development.
- Applies knowledge of state rules for data collection and reporting in the FTE process, including guidelines and codes for English for Speakers of Other Languages (ESOL) and Exceptional Student Education (ESE).
- Operates various types office equipment, i.e. computers, facsimile machines and copiers.
- Completes daily backup of data films.
- Assumes other office duties as needed.
- Assists with attendance and enrollment procedures.
- Attends training and meetings as required.
- Performs related work as required.

• **MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Demonstrated technology training.
- Experience in data entry, retrieval, interpretation and processing.
- School experience preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to follow oral and written instructions.
- Ability to input, retrieve, interpret and communicate data in varied formats.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- General knowledge of modern office practices and procedures.
- General knowledge of report and record keeping principles and techniques.
- General knowledge of business mathematics.
- Ability to utilize a variety of office equipment, i.e., computers, facsimile machines and copiers.
- Ability to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.
- Ability to organize and review work for efficient results and accuracy.
- Ability to perform duties with consistent courtesy and tact in the best interest of the public.

**REPORTS TO:** Principal or designee

**EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

<b>The physical requirements of this position.</b>		
<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for	10%

	ordinary locomotion and maintenance of body equilibrium.	
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	20%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
<b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<b>Pushing</b>	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	20%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	90%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%

**Walking**

Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

20%



# **Charter School Contract Information Specialist**

Class Code:  
99048

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Jan 10, 2005  
Revision Date: Sep 4, 2007

## **SALARY RANGE**

\$11.86 - \$17.20 Hourly  
\$948.80 - \$1,376.00 Biweekly  
\$2,055.73 - \$2,981.33 Monthly  
\$24,668.80 - \$35,776.00 Annually

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of a Principal or Assistant Principal, accurately maintains all school based data sets related to input, export, error correction and production files, reports and forms necessary for tracking, progress reporting, state and local FTE reporting and scheduling of students, and to assist with general office routines in support of the daily operation of the Charter School. Performs related work as required.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Utilizes school and district databases.

Creates, maintains and verifies completeness of cumulative files and permanent records for each student.

Coordinates and transmits data with district Management Information Systems and School SIS (Student Information System).

Utilizes discretion and confidentiality in accessing, inputting and compiling data and printing student information, reports and records, including attendance and grades when required.

Inputs bell schedules, updates student records and demographic data, produces calendars and schedules on SIS.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

## **MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks are essentially sedentary, some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or



# The School District of Lee County

## Job Description

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**JOB TITLE:** Specialist, Information (Elementary)

**FLSA STATUS:** Non-exempt

**PAY GRADE:** Market Rate

**SALARY SCHEDULE:** Support

**JOB CODE:** 505640

**BARGAINING UNIT:** SPALC

**DAYS PER YEAR:** 216, 255

**WORKER'S COMP**

**CATEGORY:** 9101 - All Other

### MAJOR FUNCTION:

Accurately maintain all school-based data sets related to the input, export, effort correction, and production of files, reports, and forms necessary for tracking, progress reporting, state and local full-time equivalency (FTE) reporting, and scheduling of students. Assist with general office routines in support of the daily operation of the school.

### MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Four (4) years of experience in data entry, retrieval, and report generation in a school environment working with student information systems software; for two (2) of the four (4) years, mainframe and client/service applications experience preferred.

Such alternatives to the above qualifications as the Board may find acceptable.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow oral and written instructions.
- Ability to input, retrieve, interpret, and communicate data in varied formats.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications, including mainframe and client/server applications.

**REPORTS TO:** Principal or Designated Administrator

### ESSENTIAL JOB FUNCTIONS:

- Utilize industry-standard digital electronic equipment, including computers and related peripherals, to access, process, and transmit data to and from a central repository.
- Utilize discretion and confidentiality in accessing, inputting, and compiling data and printing student information, reports, and records, including attendance and grades when required.
- Enroll/withdraw/transfer students utilizing local/state codes and distribute informational reports in a concise and timely manner.
- Input bell schedules, update student records and demographic data, and produce calendars and schedules on the Student Information System (SIS).



# The School District of Lee County

## Job Description

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- Input data as it relates to scheduling, grade reporting, testing, and attendance reporting as required; apply corrections as indicated by full-time equivalency (FTE) edit/error reports.
- Process and maintain data for participation/eligibility in federal and state programs.
- Input referral, health, and discipline data and special program information as directed by Student Services and school-based staff into SIS.
- Apply corrections as indicated by FTE error/edit reports to support accurate FTE reporting during periodic state surveys.
- Correlate and verify accuracy of all required data elements between systems for compilation and upload to mainframe.
- Generate and distribute reports as needed to administration and staff.
- Maintain electronic and paper files for audit requirement as mandated by the Department of Education.
- Develop spreadsheets as required by staff and administration to support data analysis, funding impact, and program development.
- Apply knowledge of state rules for data collection and reporting in the FTE process, including guidelines and codes for English for Speakers of Other Languages (ESOL) and Exceptional Student Education (ESE).
- Create, maintain, and verify completeness of cumulative files and permanent records for each student.
- Perform new student registration duties periodically to assist with School Choice workload.
- Monitor flagged student records and report such to principals as warranted.
- Assist Student Enrollment with transportation eligibility and assignment for new students when required.
- Assist with routine office tasks to ensure every customer is being helped in a timely manner.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:





# The School District of Lee County

## Job Description

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	20%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	20%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%



# The School District of Lee County

## Job Description

<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

### TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

**JDE NUMBER:** S-11.28

**BOARD ADOPTION:** 3-4-03

**REVISIONS:** 7-1-05, 11-7-18, 6-25-19

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.