

## **School District of Altoona**

**TITLE:** Assistant to the Director of Future Ready Learning

**JOB ANALYSIS:** Supports the Director of Future Ready Learning with his or her functions and responsibilities.

The Assistant to the Director of Future Ready Learning is responsible for supporting the Director of Future Ready Learning in the daily operations of the Future Ready / Technology Department; including planning, implementing, and maintaining District programs as directed by the Director of Future Ready Learning. This individual responds to calls, e-mails, or mail and/or other modes of correspondence; effectively and courteously answering questions and/or solving problems with timely follow-up. He or she provides information and/or refers issues to appropriate personnel and is responsible for the student registration and open enrollment process for the district.

The Assistant to the Director of Future Ready Learning schedules a wide variety of activities and sets priorities (e.g. appointments, meetings, travel reservations/accommodations), making necessary arrangements for the Future Ready Learning department.

This individual coordinates a variety of projects, activities, and/or events and prepares agenda, materials, and meeting minutes, in a timely manner, for various meetings and accomplishes related tasks as needed.

**REPORTS TO:** Director of Future Ready Learning

**PERFORMANCE RESPONSIBILITIES:** The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

### **Technical Support:**

- Answer incoming calls and assist or route appropriately.
- Act as technical resource in assisting users, effectively communicating all support aspects in a support driven customer-oriented manner to district staff, students, and community members alike.
- Assist with new staff onboarding and technical training, coordinating with district Technology Coaches and Library Media Director.
- Manage and maintain all end user accounts throughout the district. This includes Active Directory, Google Admin, Skyward, and other misc. systems.
- Troubleshoot computer systems connected in a LAN/WAN environment, including troubleshooting and resolving issues with hardware and enterprise software and peripheral equipment; make repairs and connections where required. This will be done via remote connections, over phone, emails and other means as needed.
- Assist in managing the CISCO Unified Call Manager database to regulate VoIP phones throughout the district.
- Participate in planning, scheduling, and executing computer equipment installations, upgrades, and replacement projects.
- Complete administrative tasks in ordering, purchasing, receiving and distributing technology equipment and technology-related supplies.

### **Student Registration:**

- Create and maintain student enrollment process consistent with Board policies, DPI guidelines, and state and federal laws regarding student privacy regulations (including the FERPA and IDEA)

- Discuss and interpret district rules, regulations, and policies with administrators, teachers, parents, students, and staff.
- Maintain the accuracy and quality, access, confidentiality, and security of the data maintained by the Student Data Management and Reporting System—Skyward.
- Develop and implement procedures to streamline entry of student enrollment data in Skyward, ensuring accuracy by working with data entry assistants throughout the district.
- Verify District residency and building boundaries for enrollment.
- Generate and maintain data gathering systems for student accounts to DPI, the federal government, and the District. (Student Membership Audits, Average Daily Attendance, Average Daily Membership—enrollment, dropouts, withdrawals, absences, grades, sex, ethnic categories, class sections, and class projections) for District Planning Purposes.
- Devise and maintain all custom reporting in Skyward for student numbers.
- Create automated production of state and federal reports to meet District and Department requirements.
- Manage the routing of student records and files between Wisconsin districts, out-of-state schools, and district schools.
- Create procedures and train building secretaries in resolving software related problems, and creating better leverage for the use of the district software and reporting.
- Collaborate with building secretaries to create parent packets, district forms, and supply lists.
- Review, revise, and improve current approaches to student registration to meet parent and District needs automating as much of the process as possible.
- Collaborate with the District Data Base Manager for improved data reporting accuracy between the district database and DPI's WISE-idea and troubleshoot data integrity issues or errors.

#### **Open Enrollment (OPAL)/HOMER/Tuition Waivers**

- Monitor and Maintain the District's portion of OPAL, a DPI online student application, and a tracking system.
- Entering applications and tracking out of district enrollments that allow parents to apply for their children to attend school districts other than the one in which they live.
- Creating correspondence letters regarding enrollment application approval or denial for parents and other districts.
- Calculating and reporting calendar days enrolled as an open enrollment student.
- Track students enrolled in DPI's HOMER, an on-line Homebased Education Reporting System.
- Record student tuition waivers as they pertain to out of district enrollments.

#### **PERSONAL ATTRIBUTES REQUIRED:**

- Must be organized and able to work with detailed records
- Must be able to communicate verbally and in writing and follow written and verbal instructions
- Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and vendors/suppliers/employees
- Must understand the need for teamwork, timeliness and safety
- Must be able to maintain self-control without exhibiting negative behaviors
- Must be able to interact with others to accomplish tasks in a positive and productive manner
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions

#### **ESSENTIAL PHYSICAL/ MENTAL REQUIREMENTS:**

- Must be able to stand, walk, climb, crawl or sit for prolonged periods with or without back support
- Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds
- Must be able to communicate effectively to ask or respond to questions, provide information and assistance

- Must be able to move throughout the buildings and grounds areas with time spent working indoors and outdoors in varying weather and temperature conditions
- Must be able to reach in all directions, bend/stoop/climb and be able to work in confined areas while maintaining awkward body posture
- Must have dexterity and hand/eye coordination necessary to operate tools, equipment, computers and computer related equipment
- Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy
- Must have the ability to maintain concentration and focus on tasks
- Must be able to follow safety practices at all times

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*