

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COMPUTER SYSTEMS USER EDUCATOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in Data Processing involving TERMS software.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience in using high speed printers. Word processing proficiency.

REPORTS TO:

Administrative Assistant, Data Processing

JOB GOAL

To assist the Administrative Assistant for Data Processing with major responsibilities in the area of Data Processing.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Assist in the training of School Data Entry Operators and other school personnel on TERMS student software and reports.
- (2) Assist in data entry for finance, payroll, personnel and transportation departments.
- (3) To be knowledgeable of the TERMS student, finance and human resource software package.
- (4) Assist School Data Entry Operators in problem solving of student data.
- (5) Perform clerical work in district data processing department.
- (6) Route requested reports to district departments and schools.
- (7) Ensure adequate and economic inventory of supplies and materials required for production.
- (8) Perform other duties as assigned by the Administrative Assistant for Data Processing/and/or Director of Instruction Media/Management Information Services.
- (9) FTE corrections and reports.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Classified Personnel Salary Schedule