



NEW: 03/27/2024
Submitted: 03/26/2024

JOB TITLE:	TECHNICIAN SCHOOL CHOICE
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Manages daily school assignments for elementary, middle, and high schools. Assists with reporting school assignment and enrollment data. Assists local schools and departments in monitoring student enrollments. Assists IT with upgrades to automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between schools and departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Manages daily school assignments for elementary, middle, and high schools in Student Assignment System
- Prepares student assignment reports daily
- Provides resolutions for daily student assignment and enrollment conflicts
- Monitors address conflict reports
- Completes regular data cleanup in Infinite Campus and the Student Assignment System to ensure student information is accurate
- Monitors district reporting spreadsheets to support schools
- Supports School Choice department and schools with online registration process
- Prepares official reports for department
- Provides training for school secretaries and clerks
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Perform other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of responsible research and evaluation experience

Two (2) years of data processing experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of JCPS School Choice Plan
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Ability to work with various role groups
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Experience in a diverse workplace
