



Job Description

Job Title: Office Personnel - Class 5 - System Management

Classification: Classified

Salary Schedule: XB7

Department: Central Support Offices

Reports To: Department Administrator

FLSA Status: Exempt

Date: April 2025

Approved by : Northwest Local School District Board of Education

Job Summary: Provide support and secretarial services for the efficient operation of the assigned department. To coordinate the daily operations and compliance monitoring of the department.

Job Qualifications:

1. High School diploma or GED equivalent required.
2. Technology skills - These skills include proficient computer skills and the ability to work with ESB, DASL, Event Pro, Google Docs, Microsoft Office (Word, Excel, Powerpoint, and Access) etc.
3. Polished communication skills as it relates to working with various stakeholders.
4. A high level of organizational skills.
5. Ability to maintain a level of confidentiality regarding district information and records.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Create and Manage SameGoal accounts and permissions and support users and District administrators with monitoring and reporting of student plans in SameGoal (e.g., IEPs, WEPs, WAPs, Language Plans, Behavior Plans, RIMPS, MtSS/RtI)
2. Manages databases related to AASCD, Graduating/ Exiting Students, Out of



District placed students, Out of District and Open Enrolled Students

3. Setting up and monitoring tracking sheets, communicating with building admin and reading specialist @ new enrollees, ensuring compliance with deadlines, reporting membership codes for EMIS
4. Loading Assessment Data to SIS (Infinite Campus), Adding New Student Test Data, ODDEX Data Search for New Students
5. Loading all tested students, loading and creating student rosters, troubleshooting with missing students, supporting BTCs, turning on tests (uploads)
6. Creation of Assessment Calendar, ProgressBook Timelines, Sending Weekly Reminders about Common Assessments, Monitoring Data Entry in PI Calculator, Communicating with buildings when data is missing
7. Adding Dates for Report Card and Interim Windows in SIS (Infinite Campus), Supporting OPs with Requests for Window Adjustments/Extensions, Submitting Tickets to ITC for Issues
8. Maintenance and customer service associated with SIS service softwares (SIS, PSW, Navigate EMS)
9. Special section linkage requests for IVS, new/existing resource rostering, problem solving - deep understanding of technology
10. Perform other job related duties as assigned.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.



7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 247 days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Office Personnel - Class 5 - System Management

Employee: _____
(Print Name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Employee Signature)

(Date)