



KLEIN INDEPENDENT SCHOOL DISTRICT
7200 Spring-Cypress Road, Klein, Texas 77379

JOB DESCRIPTION

Position: Coordinator-Data Services
Pay Grade: IT4
Duty Days: 226
Salary: KISD Current Staff Compensation Plan

Qualifications:

- High School Diploma
- Minimum 3 years' experience working as a registrar or counselor secretary in a public school
- Secondary experience preferred

Duties include but are not limited to the following:

- Assist in the creation of and monitor the campus master schedule and student loader
- Creation of the district/campus secondary course catalog
- Coordinate with the district counselor instructional officer to add approved courses and remove courses no longer viable
- Conduct all training for lead counselors on master schedule and assist with troubleshooting
- Maintenance of all classes and course information and the reporting
- Creation of planning calendars for next year preparations
- Responsible for secondary course grading set up
- Coordinate with campuses on the needs of secondary grading as it pertains to the Academic Achievement Record (AAR-transcript) customized reports
- Coordinate and prepare secondary course requests for the next school year
- Coordinate and prepare secondary summer school campus, courses, and report card
- Assist with career tech, course completion and the 90's records for PEIMS
- Work closely with technical support to resolve Skyward issues pertaining to input, reporting and maintenance of student historical data
- Work closely with technical support and developers to resolve and maintain software for the Skyward product regarding any scheduling, grading issues.
- Perform all other duties as assigned by the Director of Data Services
- Reports to the Director of Data Services

Work Conditions:

- Maintain emotional control under stress
- Works with frequent interruptions
- Occasional irregular hours
- Repetitive actions

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

- **Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications through our online application process.**

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.