

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

# ADMINISTRATIVE ASSISTANT - DATA SYSTEMS SUPPORT, CENTER for TECHNOLOGY

### Minimum Qualifications:

- Associate degree or equivalent combination of training or work experience
- Minimum 2 years' experience in utilizing student software systems in an educational environment
- Experience in public sector/school environment preferred
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Director of Technology and Data Systems Supervisor

### Job Objectives:

Responsible for collecting and verifying student services billing data; and acting as backup support to other student data systems and applications.

### Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Reviews weekly timecards for teachers and related services staff
- Ensures timely submission of timecards
- Verifies student and staff data on data system reports
- Enters new students and staff into Solomon
- Ensures data are submitted accurately and completely in accordance with billing business rules
- Makes corrections to timecards when errors are detected
- Facilitates error correction with staff submitting data
- Monitors the helpdesk for Solomon (application used to collect timecards for billing) and responds to questions in a timely manner

- Verifies the accuracy of billing data on invoices against data in other systems
- Attends training on student information system and state reporting requirements  
Implements and executes assigned objectives in the ESC technology and operations plan.
- Recommends solutions, policies and standards regarding data quality to the Center Director for adoption and implementation
- Communicates with the information technology center, ESC staff, and customers
- Performs other specific job-related duties as directed by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Janaury 2020