POSITION DESCRIPTION

TITLE: Database Support Clerk-Skyward-WESPaC System
LOCATION: Administrative Service Center
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Manager of Information Technology, the Database Support Clerk-Skyward/WESPaC System will perform a variety of duties that require independent judgment and knowledge of District and departmental procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via E-mail, and in writing.
2. Perform primary database entry and provide report information for a variety of Skyward/WESPaC System support functions which may include data entry, data clean-up, report writing, and analysis of data.
3. Establish and maintain accurate computer files, including spreadsheets and wordprocessing for related database information.
4. Work with appropriate technicians, departments, and schools to disseminate information appropriately.
5. Assist in setup and notification of various system-related accounts and other user application information for the Skyward/WESPaC System.
6. Coordinate and maintain user documentation.
7. Contact parents/guardians and secondary Registrars to promptly resolve student information issues.

OTHER RESPONSIBILITIES:
1. Assist co-workers as necessary.
2. Perform special projects as requested.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Bending/Stooping (Up to 33%) Speaking (66-100%)
Writing (66-100%) Hearing (66-100%) Standing (Up to 33%)
Sitting (66-100%) Acceptable Attendance Walking (Up to 33%)
Lifting/Carrying up to 50 lbs. (33-66%) Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC (clone), modem, FAX machine, telephone, calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Typing/keyboarding of 50 wpm.
2. A minimum of two years of experience in data processing and/or database support, or equivalent training required; Washington School Information Processing Cooperative (WSIPC) system experience preferred.
3. Demonstrated ability to perform on the computer. Database and spreadsheet applications required; Microsoft applications preferred. Report writing experience preferred.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
6. Must possess a good math aptitude.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated organizational skills and a commitment to follow through, with a minimum of supervision.
9. Demonstrated ability to handle multiple priorities at one time.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated ability to perform under conditions of constant interruptions and perform under deadline pressure.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**variable Days Per Year (Includes Holidays)**
8 Hrs. Per Day

PSE: ______________________________ Date: ________________

District: ______________________________ Date: ________________

Revised Date: 08/05/2008
Classification: Clerical
Class: Class II
Display on Web? Yes

Database Support Clerk-Skyward-WESPaC System