

## DATABASE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for maintaining a student information database including such items as demographics, schedules, courses, attendance, grades, etc. Work is performed in coordination with a school administrator, school guidance department, teaching and program staff in order to compile required data and reports and develop school master schedule and course selection enrollments. The incumbent may demonstrate, provide assistance or training to building staff in the use of the databases. Incumbent also acts as liaison between the school and various software vendors as well as with the Information Technology Department and/or BOCES. The incumbent will have considerable contact with registration staff, administrators, teaching staff and parents in collecting the data. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Collects and enters information to maintain and coordinate a student information database;

Coordinates/enters data in order to create the master schedule for the school using the student information system;

Coordinates/enters data in order to create all student, teacher and course schedules;

Trains and assists users in learning the student information database, by demonstrating the program(s);

Answers questions related to district's student information computer programs, by phone, e-mail and in person;

Verifies, posts, and mails, student progress reports and report cards, grade corrections, transcripts, etc.;

Using various queries, may produce reports for building administrators, staff and the Central administration;

Verifies accuracy and appropriateness of coding in order to ensure completeness of system reporting capabilities;

Modifies, re-activates, updates, archives and expands records and reports, as required;

May create user accounts for access to student base;

May evaluate student academic records, reconcile errors or omissions, etc.;

May establish student groupings for emergency contacts, sport teams, school clusters, academic assignments, scholar athletes, scholarship criteria, etc.;

Uses the student information database to prepare class lists, student class schedules, attendance reports, report cards, transcripts, honor rolls, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of computers and latest trends in data processing; good knowledge of modern office methods in the preparation and maintenance of records;; good knowledge in the application of system software to produce specialized reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out complex oral and/or written instructions; ability to maintain records and data files; ability to get along well with others; accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience in the maintenance of a database system i.e. editing, deleting, auditing information to generate reports, which must have included or been supplemented by one (1) year of work experience using a school database system, e.g. SASI, ESCHOOL, ECHALK, etc.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to two (2) years of the above general work experience. Satisfactory completion of 12 college credits\* in Computer Science, Information Technology, Data Management or closely related field may also be substituted for one year of the specialized experience using a school database system.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.