

ANCHORAGE INDEPENDENT BOARD OF EDUCATION

11400 Ridge Road, Anchorage, KY 40223 ~ 502-245-8927

Vacancy Notice

Date Posted: May 22, 2024

Position: Infinite Campus (IC) Technical Assistant

Work Year/Day: Up to 70 days/year

Reports to: Superintendent

Salary: AISD Classified Schedule II

Deadline for Submitting Application: June 6, 2024

SCOPE OF RESPONSIBILITIES:

Assists the Superintendent and Director of Pupil Personnel in the creating, compiling and reporting to the Kentucky Department of Education as needed all data and reports related to the school calendar, master schedule, student membership and attendance in the Anchorage District. Work can be performed remotely as approved by the superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the attendance records of the school district, and does daily entry of attendance and absences.
2. Maintains Infinite Campus (IC) attendance program mandated by the state, and updates student information for district-wide student database.
3. Implements the pupil accounting services, and prepares all local, state, and federal pupil personnel reports as required.
4. Assists in the administration of the attendance procedures and maintains district enrollments, census and withdrawal records.
5. Maintains accurate records of high school students and where they attend school.
6. Maintains a current record of all non-residential pupils for tuition purposes.
7. Builds and maintains teachers' schedules in the IC system.
8. Prepares and submits the following reports:
 - a. SAAR – Superintendent's Annual Attendance Report
 - b. Safe Schools
 - c. LEAD Report – Certified employees qualifications/School Assignments
9. Manages the IC Grade Reporting System
10. Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Experience building a master schedule in IC preferred.
2. School experience preferred.
3. Training in IC Software preferred.
4. Fluent in building and manipulating spreadsheets.

PHYSICAL DEMANDS:

The work is performed while sitting, standing and walking. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office.

Karen Solise, Superintendent

The Anchorage Independent Board of Education does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.