

Grade Scheduling Processor

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the closing date.*

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

Under the supervision of the school principal/designee, the Grade/Scheduling Processor is responsible for implementing the grade reporting process and performing duties associated with the master scheduling process. This is a position that requires a high degree of accuracy, accountability, attention to detail, and confidentiality. The principal or designated school administrator reviews work periodically for accuracy and conformance with general instructions.

Essential Job Functions:

- Implements tracking procedures and updates the student information management database per OIT specifications to ensure accuracy, integrity, and confidentiality of student information management system database
- Processes and disseminates student schedules, report cards and interims per software program requirements
- Trains school-based faculty on the use of grading tools
- Identifies grade issues and problems in accordance with HCPSS policies and reports to appropriate school personnel
- Provides, compiles and prioritizes reports from numerous databases for various groups and departments, to include Federal and State reporting
- Provides feedback on software issues or problems that arise in performance of job responsibilities
- Tracks, verifies, and ensures all teachers' grades are properly entered into grade reporting system
- Processes student schedule changes and verify compliance with HCPSS policies
- Inputs, maintains and updates the student master schedule

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Three years of general office experience of a clerical nature OR an Associates Degree or equivalent may be substituted for the required work experience.

Applicants must meet all of the qualifications listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Ability to analyze data
- Ability to determine inconsistencies
- Ability to resolve data discrepancies and to work independently
- Ability to communicate effectively, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents and students
- Excellent organizational and time management skills
- Ability to exercise independent judgment in prioritizing and completing requests from school-based staff, central office staff, parents, and students
- Proficiency with computer technology in the office setting including various word processing, spreadsheet and database software programs
- Basic operating knowledge of other office equipment.

Other Desirable Qualifications:

Experience with Microsoft Office database applications. Experience working in a school setting.

Salary:

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>). Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Experience and education to meet the minimum qualifications
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (must be scanned and uploaded to the application)
- Foreign education credentials must be evaluated as US equivalent to meet the minimum qualifications and evaluation uploaded with supplemental materials

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
Laurie_Watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.