



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: IST - Student Assignment Specialist  
FLSA Status: Non-Exempt  
Salary Grade, if non-union: SG16  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform advanced and responsible technical duties with student assignment utilizing Genesis. Effective communication and personal relationship skills to promote good will with the public and school personnel. Trains staff on all applicable systems. Coordinates and develops systems and school transfers. Supervises school assignment processes both in and out of county.

### Essential Functions of this Job

Establishes working relationships with the schools' staff, district office staff, and provides the public with requested information. Coordinates and confers with data processing to develop programs to facilitate an effective and efficient process. Maintains systems to reflect current information. Utilizes Genesis to generate reports and data and works with application systems for timely and accurate reports and notification letters.

Examines student enrollment, racial balances, and grade level class size between sending and receiving schools to ensure maximum enrollment. Updates student centers on Genesis for all school enrollments as needed. Uses Zonefinder to help school staff and parents locate zoned school. Makes address corrections in Genesis.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of Genesis along with the ability to comprehend, analyze and scrutinize

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complicated procedures and systems and make recommendations for revising and updating systems is desirable. Ability to deal with the public and communicate effectively is important. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Bachelor's degree or equivalent technical experience including computer experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Local Code: 1011  
EEO5: 44  
Approval Date: 2011-02-23  
Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*