

Position: Information Coordinator, Registrar
Reporting to: Director of Information
Salary: \$45,773

Start Date: 05/01/2020
Campus: Shared Services

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top colleges and universities. The Information coordinator is a key member of the Information Management team. This position ensures data is managed in a timely and accurate manner for the district using the Student Information System (SIS), TEAL, and other key systems.

Essential Duties and Responsibilities:

- Enrolls new student data into the student information system
- Responsible to schedule changes
- Tracks student credits earned and provides regular communication on student progress to campus (High School)
- Tracks and organizes immunization records for students, ensuring all students' immunizations are up-to-date and assists the campus teams to identify delinquent students
- Maintains ongoing accuracy of all student records (in both the student information system and in our paper-based cumulative folders) through the creation and implementation of robust systems and processes
- Manages requesting and sending of students records to other schools, parents, and other requestors within the 10 day mandated limit
- Serves as an expert in the student information system for AAPS
- Reconciles student attendance data and collaborates with campus front offices to ensure that it is accurate each day
- Keeps clear and up-to-date student health, medication, and allergy records
- Supports the student withdrawal process including coordinating with all responsible parties
- Tracks and documents withdrawn students to ensure appropriate leaver records
- Creates and updates spreadsheets as needed to track and communicate information and updates

Qualifications:

- Excellent computer skills including Microsoft Word, Powerpoint, and especially Microsoft Excel and Google sheets.
- Excellent organizational, verbal, and written skills
- Superior problem solving and technical skills
- Knowledge of PEIMS, ECDS, TSDS, and the SAAH preferred

Statement of Non-Discrimination: In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- Unwavering commitment to AAPS mission, scholars, families, and community
- Willingness to work autonomously, collaboratively, and/or under the direction of senior staff (as needed)
- Acute attention to detail
- Desire to tackle problems and think strategically to seek solutions
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment
- Desire to continuously learn and increase effectiveness as a professional
- Willingness to go above and beyond to meet the needs of AAPS scholars
- Ability to meet deadlines and manage time appropriately
- Flexibility to work remote from the team as needed to support multiple campuses

Required Experience:

- Previous experience with data entry and/or data management preferred
- Experience working with TxEIS or similar Student Information System preferred

How to Apply:

Please visit austinachieve.org/careers to submit your application, including a letter of intent and resume.

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