

Magnet Applications Data Specialist

Position Details

Class Code: 0130

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, designs, develops, manages, coordinates, and conducts training activities using a variety of methods, instructional materials, equipment, and techniques to ensure quality control of the Magnet Application and Lottery System.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages and monitors Magnet Application and Lottery System.
2. Prepares and runs lotteries for magnet programs/schools.
3. Provides Magnet Application and Lottery System access to Magnet personnel.
4. Trains and assists Magnet personnel in the use of the Magnet Application and Lottery System.
5. Manages, monitors, and schedules auditions for the high school performing arts programs through the Magnet Application and Lottery System.
6. Prepares score sheets utilizing exported data from the Magnet Application and Lottery System for all high school performing arts applicant auditions.
7. Inputs all high school performing arts applicant audition scores into the Magnet Application and Lottery System in preparation for the lottery.

8. Supervises Magnet personnel in the proper coding of students in Infinite Campus.
 9. Serves as the liaison for Magnet staff (school-based and central office) to gain magnet access in Infinite Campus.
 10. Works with Infinite Campus in providing Magnet Application and Lottery System data needed for completing and preparing applications for the lottery.
 11. Serves as the liaison with Infinite Campus to import accepted magnet applicants into the online magnet application database.
 12. Serves as the liaison with the Transportation Department to confirm magnet bus stop locations and hubs.
 13. Serves as the liaison with Zoning and Demographics to confirm geographical preference zones for magnet applicants.
 14. Maintains Magnet program website to provide updated information to the community and stakeholders.
 15. Verifies and monitors student information data in the Magnet Application and Lottery System to ensure accuracy.
 16. Provides Magnet personnel and stakeholders with weekly updated application data.
 17. Provides ongoing data for a variety of stakeholders including the Superintendent of Schools, Region Superintendents, and Clark County School District (CCSD) Board of Trustees.
 18. Maintains and develops personnel training plan and supporting manuals.
 19. Communicates information effectively and provides customer service internally and externally.
 20. Plans, schedules, edits, and prioritizes input source documents and computer-generated output to maintain accuracy of printed products.
 21. Archives and maintains applicant data.
 22. Conforms to safety standards, as prescribed.
 23. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves managing the Magnet Application and Lottery System database and providing technical support to parents and schools.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of department methods, supplies, and equipment.
 2. Knowledge of basic computer software applications such as Microsoft Word, Excel, and Access.
 3. Ability to research and obtain training materials.
 4. Ability to plan, organize, and deliver trainings to individuals and small/large groups.
 5. Ability to interpret written/verbal instructions.
 6. Ability to plan, organize, and prioritize work.
 7. Ability to communicate effectively both verbally and in writing.
 8. Ability to judge when to act independently and when to refer situations to an administrator.
 9. Ability to work cooperatively with employees, students, vendors, and the public.
 10. Ability to prepare clear and concise reports, documentation, and other written materials; maintains organized and accurate records; assists in developing training material/programs.
 11. Ability to create and deliver presentations using software such as Microsoft PowerPoint and Publisher.
 12. Ability to present using a virtual format.
 13. Ability to design, develop, implement, and supervise training procedures, programs, methods, and techniques.
 14. Ability to write reports relating to training evaluations.
 15. Ability to work flexible hours/shifts.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (GED, college, technical, or trade school, foreign equivalency, etc.).
2. Five (5) years of demonstrated experience proficiently working with computer systems and software (Microsoft Office, including Word, Excel, PowerPoint, Access, and/or Publisher; web-based applications; etc.).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Completion of professional training courses and/or seminars related to the position.
 2. Experience in conducting formal training programs.
 3. Experience in developing and delivering virtual trainings.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 2. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 3. Safe driving record.
 4. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD - travel to and from schools and other CCSD office settings.

Work Environment

Strength

Sedentary to medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Hand trucks, computers, multimedia equipment, flip charts, overhead projectors, liquid crystal display (LCD) panels, electronic monitoring (ELMO) systems, electronic white boards, television/video cassette recorder/digital video disc (TV/VCR/DVD), telephones, fax machines, laser pointers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/17/2024
- Created: 02/03/21