

George County School District
Database / MSIS Coordinator

APPROVED

JUN 02 2026



Job Purpose

G C SCHOOL BOARD

- To ensure MSIS and all district data systems are accurate, complete, and submitted in a timely manner to the Mississippi Department of Education (MDE).
- To serve as the central point of contact for the collection, management, and reporting of student, personnel, and district data impacting accreditation, compliance, and funding (including MAEP).
- To provide training and support to faculty and staff related to MSIS, district and school-level databases, and state testing systems.
- To assist in maintaining the district website with current and accurate information related to Human Resources/Personnel, Federal Programs, and State Testing.

Knowledge, Skills, and Abilities

- Strong work ethic and dedication to assigned tasks.
- Strong verbal and written communication skills with the ability to effectively collaborate with administrators, supervisors, and staff.
- Ability to train, instruct, and support secretarial staff and school personnel on procedures and data systems.
- Proactive approach to providing technology training and support.
- Ability to work collaboratively in a team environment with cooperation and professionalism.
- Flexibility to adjust to district needs and work in various locations and environments.
- Advanced proficiency in technology including word processing, spreadsheets, databases, and presentation software.
- Working knowledge of student information systems (SIS) and MSIS platforms.
- Strong analytical skills with the ability to identify, troubleshoot, and resolve data discrepancies.
- Knowledge of Mississippi State Board of Education policies, reporting requirements, and MSIS procedures related to enrollment, attendance, personnel, and accountability.

Minimum Qualifications

- Bachelor's Degree or valid educator license preferred.
- Minimum of five (5) years of experience in data management or data entry, preferably in a Mississippi public school setting.
- Demonstrated understanding of school scheduling and student information systems.
- Completion of MSIS training and ability to demonstrate proficiency in MSIS platform.
- Must meet all state and district employment requirements, including background check.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Coordinates and manages the accurate and timely submission of all MSIS data, including monthly and required state reporting deadlines.
- Develops and implements procedures for MSIS clerks and registrars to ensure consistent data collection and reporting practices.
- Conducts campus-level and district-level training for administrators, registrars, and staff on MSIS, student information systems, and related software.

- Provides training to school office staff regarding district and state laws, rules, and regulations related to enrollment, attendance, and reporting.
- Builds and maintains effective working relationships with administrators and faculty to assess and meet training needs.
- Develops training materials and provides ongoing support and troubleshooting for district and school-level technology systems.
- Monitors, investigates, and resolves data discrepancies; identifies root causes and implements corrective actions to prevent recurrence.
- Verifies and approves MSIS data submissions, including student, personnel, accreditation, and MAEP-related data.
- Maintains and manages complex databases, including merging, editing, importing, and exporting data to support reporting and analysis.
- Supervises and supports school personnel in data entry processes including attendance, enrollment, withdrawals, report cards, and end-of-year procedures.
- Oversees personnel data entry in MSIS to ensure accuracy for accreditation and funding purposes.
- Updates district and school information in MSIS, including calendars and salary scales.
- Coordinates with district personnel to support state-level reporting requirements for students and staff.
- Generates reports and provides data analysis to support district decision-making and compliance requirements.
- Prepares documentation and serves as liaison for audits conducted by state and federal agencies.
- Attends required meetings, trainings, workshops, and conferences related to MSIS, data systems, and state reporting.
- Travels to and from meetings as required.
- Performs other duties as assigned by the Superintendent or designee.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports To: Superintendent or Designee

Supervises: MSIS Clerks / Registrars

Terms of Employment and FLSA Status

- 240 Days
- FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date