RESA-6 WVEIS Coordinator Responsibilities
2011-2012

Forward: The WVEIS (West Virginia Education Information System) Operations Center at RESA-6 is a multifaceted center currently serving 55 schools, 5 Board of Education Offices, 5 Transportation Offices, and 5 Food Service Offices and assisting over 1400 ystem users. The WVEIS project was created by the West Virginia Legislature under WV Code §18-2-26 in August 1990 to ensure standardized data collection and reporting to the West Virginia Department of Education.

Outline of the WVEIS Database
- Comprehensive Student Management Database for all active, inactive and graduated students
  - Demographics
  - Attendance
  - Scheduling
  - Grading
  - Discipline
- Comprehensive Employee Management Database for 4600 active, inactive and substitute employees
  - Demographics
  - Payroll
- A Financial Management System
  - Accounts payable
  - Purchasing
- The Human Resources Management System
  - Personnel
  - Seniority information
  - Certifications
- Related programs
  - Substitute Employee Management Calling System (utilized by four counties in RESA-6).
  - Primero/Point of Service Lunch-Room Program
  - PEIA financial reconciliation program
  - Fixed Asset Program
  - Warehousing program
  - Query programs to allow Administrative decisions based on data analysis
  - FormSprint Reports
  - GradeQuick and Edline
  - Testing

Coordinate RESA-6 WVEIS Computer Operations Center Staff Responsibilities
- Support each county's WVEIS related software training and implementation as needed
  - Set-up and maintain WVEIS user authorizations and menus
  - Provide WVEIS computer installations
  - Provide WVEIS related technical online and telephone support
  - Provide data library backups as needed
  - Restore data libraries and files if requested
  - Assist with Payroll Direct Deposits and bank reconciliation
  - Maintain state required codes
  - Maintain helpdesk for assistance with software programs
  - Assist users with mandated electronic data submissions.
  - Provide repair and programming support for the routers and network in each facility
  - Manage county and school user access to WVEIS Web applications
  - Oversee the Submission of Direct deposits, pre-notes and bank reconciliations

- o Communicate with the WVDE WVEIS department
  - Report software issues and problems
  - Report telecommunication problems
  - Attend WVEIS/RESA state meetings
  - Attend County contact Meetings and teleconferences (as scheduled)
  - Attend WVDE/WVEIS teleconferences (as scheduled)
  - Share county and regional software implementations
  - Prepare and present WVEIS application presentations and reports
    - o Annual Winter Conference (two day conference)
    - o Annual Spring Data Conference (four day conference)

Administer **SmartFind***Express* System (Substitute Employee Management System)
- Order Hardware and software
- Write queries to upload data to populate date within SFE
- Oversee substitute management calling system maintenance
- Assist with help desk support for employees and substitutes
- Communicate with Frontier when there are issues with the PRI telephone line
- Communicate with e-School Solutions when there are software or administrative issues
- Provide reference guides to all counties
- Train users
- Maintain the database of 3600 employees and substitutes

Administer and Develop RESA-6 Web-Page
- Develop page design
- Organize data used on the site
- Enter data as needed
- Develop numerous documents to be used on the web page
- Convert documents to PDF or RFT files as needed
- Order and install supplemental software for use on the Web Page
- Verify validity of links

Oversee Telecommunications Hardware and Software Assistance
- Communicate with Stratuswave/Frontier to maintain communication for school and counties
- Monitor reports of communication problems
- Program routers that ties each facility's computer network to WVEIS database computer (and to the internet)

Other Responsibilities
- Write Sequel and IBM Queries as needed to supply specialized reporting
- Train and assist County Contacts in the use of Sequel development tools
- Train and assist County Contacts in the use of WOW programs
- Copy media material as requested
- Provide setup and troubleshooting for county lunch bill lockbox procedures
- Create mapped drives to the AS/400 as needed
- Provide assistance with non-WVEIS programs such as GradeQuick/Edline, NCLB, Five Year Strategic Plan and Online IEP
- Assist counties with iDevices (iPad, iPod Touch and iPhone) for Electronic Health Data
- Submit Monthly Status report and all reports requested by the Executive Director