

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: HIGH SCHOOL DATA COORDINATOR (GATES)

JOB SUMMARY: The Alternative High School Data Coordinator is responsible for responding to inquiries from students, staff and public; preparing documents; entering information into computer system; verifying student attendance; enrolling and withdrawing students.

ESSENTIAL JOB FUNCTIONS:

Manages and manipulates student data to create required reports.

Prepares documents (e.g. correspondence, master schedules, attendance, reports, grades/fines, rosters, district and state forms, etc.) to provide information to district staff, students, parents, and the public.

Creates and maintains records and files (e.g. student data, attendance, BECCA, etc.) to provide current and timely information and meet district/state/federal guidelines.

Processes student records and forms (e.g. enrollment packets, record requests) to ensure current and accurate data; registers and withdraws students, including residency tracking, immunization checks, etc.

Monitors daily student attendance; works with staff, students and parents to reduce absences.

Serves as liaison between the family and District for McKinney Vento Services.

Provides data entry for master schedule, student schedules and update course entries when revised.

Prepares report cards at each quarter and coordinate mailings with district office.

Maintains daily backups of current school data folders.

Processes schedule changes.

Processes and track out-of-district and in-district student transfers.

Prepares district and SPI reports as requested.

Assists other office staff as necessary.

Supervises students in the office, as required and necessary.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- Experience in managing and manipulating computer data.
- Two years secretarial and/or data processing experience with emphasis on computer technology, preferably in a school setting.
- Must have a sincere interest in working with alternative high school students in a positive way.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications

Knowledge of:

- technology including word processing, spreadsheet, and Internet software
- general clerical procedures
- district and state policies and procedures.

Ability to:

- handle matters and information in a confidential and professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish and maintain a positive, productive, and cooperative working relationships with district staff, students, parents, and the public to enhance the completion of assigned tasks
- communicate effectively with all district staff, students, parents and the public
- organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work.

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills.
- Must have a sincere interest in working cooperatively with the District Systems Administrator to assure the accuracy of the student data system.
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing Gates High School and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must be able to sit, stand, squat, bend and reach; grasp, hold, lift and maneuver a minimum of 20 lbs.

REPORTING RELATIONSHIP: Reports to the Building Principal