

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Classified –Data Records Clerk - District  
Reports To: Superintendent  
Approved By: Board of Education Approval Date: June 9, 2020

#### GENERAL OVERVIEW

The Data Records Clerk for Rossville Consolidated School District will be in charge of compiling student/staff data from the Student Management System, consulting with shareholders of each data collection to finalize data for completeness, accuracy, and shareholder sign-off. Format data for timely submission as outlined in the Department of Education layouts and upload to the appropriate web site. Accuracy of reporting is paramount for the corporation as many of the data collections are fund based. The Data Records Clerk will also upload data and emergency information as directed by the Superintendent into the district emergency management system. Complete other duties as assigned by the Superintendent.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and submit all state reports.
- Assist with data collection and submission of federal and corporation reports as needed.
- Track all vocational students and file the INTERS State report.
- Prepare and submit the Federal Civil Rights Data Collection.
- The Data Records Clerk shall upload data and emergency information as directed by the Superintendent into the district's emergency management system.
- Serve as a backup for secretaries as assigned.
- Perform other tasks as directed by the Superintendent