

Birmingham Community Charter High School

Data Processing Support Assistant

Title: Data Processing Support Assistant
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the supervision of a site administrator, provides technical-clerical support services to schools and offices regarding the retrieval and interpretation of student and school data, collects and validates such data, and generates corresponding reports.

ESSENTIAL FUNCTIONS:

- Ensure student and school data integrity by validating source documents, interpreting coded information, identifying errors and miscalculations and resolving problems using edit reports
- Explain student information system procedures and applications for accessing, extracting, receiving, and interpreting online reports, files, and Charter publications to consultants, school and office personnel
- Input new students into Aeries for enrollment, confirming addresses and obtaining information from CALPADS
- Collect, code and input data collected from source documents such as Charter surveys into information systems
- Produce and distribute "Not Submitted" attendance teacher list and facilitate correction to, and accurate recording of, student attendance, including attendance for athletic events, schoolwide testing, and other extracurricular activities as needed
- As directed apply pertinent laws and Charter policies and procedures (such as the Public School Accountability Act, Every Student Succeeds Act, Deferred Action for Childhood Arrivals, the Federal Education Rights and Privacy Act) in reporting student and school information
- Generate mandated and informational reports at the request of the administration to be submitted to County, State, and federal agencies concerning student, staff and school data on topics such as enrollment figures, classroom size, graduation and dropout rates, enrollment and attendance dates, teacher qualifications and assignments utilizing the Aeries Student Database
- Retrieve student records and validates and certifies accurate student data
- Write and edit user manuals, operational procedures, newsletters and related materials
- Maintain accuracy of Aeries Portal including entering emails, answering help line emails, and identifying incorrect email addresses and making corrections as needed
- Verify that student and school assessment data changes and new reports in the student system are accurate
- Create and maintains databases, files, and other records pertinent to student and school information sources
- Maintain, extract, and import student and school information into databases
- Provide prompt and accurate information to Charter staff, school personnel and parents on the telephone or in-person
- Collect and store teacher gradebook and marking scales at end of each semester
- Perform related duties as assigned

KNOWLEDGE OF:

- Experience working with Aeries (or similar) student information system, performing data imports and extracts used for reporting
- Excellent understanding of Microsoft Office
- English usage, grammar, punctuation, spelling and vocabulary

- Data processing codes and procedures to compile student and school reports from student information systems
- Sources of information needed to verify and correct student and school related documents
- Pertinent laws and Charter policies relative to reporting student and school information
- Student information systems, data management systems
- Basic arithmetic

ABILITY TO:

- Multi-task
- Generate reports in Aeries
- Speak clearly and communicate effectively
- Provide prompt and effective customer service to walk-ins and phone calls
- Recognize, evaluate and explain problems related to student and school data processing
- Interpret and present technical concepts clearly and concisely, both orally and in writing
- Work effectively under the pressure of a heavy workload with frequent interruption
- Input data accurately
- Compile, analyze and compute data accurately
- Establish and maintain rapport with Charter personnel and customers

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in business communications, business and computer technology or computer applications and office technology.

An Associate degree, or 60 semester or equivalent quarter units, from a recognized college or university, is preferred.

EXPERIENCE:

Three years of experience entering, reporting, and interpreting charter or school district student and school information data. Completion of 60 semester units or 90 quarter units from a recognized college or university including courses in business communications, business and computer technology or computer applications and office technology may substitute for one year of the required experience.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and view a computer monitor
- Sitting for extended periods of time
- Lifting, carrying, pushing or pulling moderately heavy objects
- Bending at the waist, kneeling or crouching

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date