

Redlands Unified School District

DATA CONTROL CLERK III – INSTRUCTIONAL TECHNOLOGY & ACCOUNTABILITY

DEFINITION

Under general direction, perform a wide variety of duties in support of instructional technology and student data systems. Confer with District Office and school site administration regarding data control operations of the instructional technology and student data systems; operate a computer terminal to input data and retrieve output reports; work directly with parents and school sites to successfully utilize and interface with various student data systems; and do other related work as required.

ESSENTIAL FUNCTIONS

Compile, verify, revise, and input data into the District student data system; maintain and monitor data for a district-wide data system which is part of a state-wide data maintenance program; compile and submit reports of District information to the state; operate a computer to query information from a computer and receive data pertaining to a variety of computer output reports; receive, review, and verify for accuracy and completeness computer output data and reports; recommend changes in report procedures, scheduling, and formatting; maintain a student record management system, locator data, and other similar information; may assist in the preparation of procedures and documentation guidelines to ensure that the data entry management and retrieval process is effectively and efficiently facilitated; prepare and distribute complete official transcripts to institutions of higher learning, the military and other pertinent institutions; communicate with various District departments to coordinate activities, exchange information, and resolve issues or concerns; perform a variety of general clerical functions, including typing, filing, correspondence, development, ordering, and maintaining supplies and materials, and other related functions.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Computer terminology and knowledge of various software programs;  
Standard business office machines, computers, and equipment;  
Standard office practices and clerical record management procedures;  
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;  
Reconciliation of computer generated reports;  
Record keeping and filing techniques;  
Aeries and CSIS data collection and maintenance programs;  
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Accurately analyze, prepare, and interpret statistical and computer generated data;  
Accurately compile and prepare summaries and reports of operational activities;  
Operate standard business machines and computers;  
Perform responsible clerical functions pertaining to computer input and output quality and control requirements;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in modern business office procedures, data processing, or closely related fields.

Experience:

Three years of responsible clerical experience, including two years involved with computer related functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I

09/20