

SCHOOL DISTRICT OF DESOTO COUNTY

SCHOOL DATA CLERK

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training and/or experience in data entry.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency in the use of computers and specific software. Knowledge of basic office equipment. Knowledge of appropriate office procedures. Ability to deal effectively and courteously with a diverse population including students, parents, school personnel and the community. Ability to perform clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Ability to communicate orally and in writing. Ability to maintain accurate records. Good organizational skills. Knowledge of correct telephone etiquette.

REPORTS TO:

Database Manager, Principal

JOB GOAL

To ensure that records and data are accurately entered and properly updated.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

- *(1) Enroll/re-enroll students on student information system.
- *(2) Withdraw students on student information system.
- *(3) Communicate enrollments and withdraws to appropriate personnel.
- *(4) Enter demographic and emergency contact changes as needed.
- *(5) Request, receive, and complete student records request.
- *(6) Scan student records into electronic cumulative folder and/or student information system.
- *(7) Create approved course master and sections on student information system so students can be scheduled.
- *(8) Schedule students.
- *(9) Mass print schedules as needed.
- *(10) Assign teachers for new students and keep accurate count of classroom numbers.
- *(11) Complete FTE count and state report data requirements for all FLDOE surveys.
- *(12) Gather and maintain all survey documents for future FTE audits.
- *(13) Print and distribute attendance sheets for the eleven (11) days of FTE attendance count to be signed by teachers.

May 28, 2024
Effective: July 1, 2024

SCHOOL DATA CLERK (Continued)

- * (14) Keep track of retentions and placed with cause students.
- * (15) Prepare student reports as needed.
- * (16) Verify with teachers that all grades are finalized prior to printing report cards/progress reports.
- * (17) Print report cards/progress reports and distribute to teachers.
- * (18) Input current non-gradebook and transfer grades.
- * (19) Input assessments.
- * (20) Input and maintain staff members on student information system.
- * (21) Assign and assist with parent portal access.
- * (22) Perform data entry related to summer school including schedule, attendance, grading and staff.
- * (23) Assist with roster verification for teacher performance.
- * (24) Perform other data entry and clerical duties as needed.

Employee Qualities/Responsibilities

- * (25) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (26) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (27) Ensure adherence to good safety standards.
- * (28) Maintain confidentiality regarding school/workplace matters.
- * (29) Model and maintain high ethical standards.
- * (30) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (31) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (32) Exercise service orientation when working with others.
- * (33) Keep supervisor informed of potential problems or unusual events.
- * (34) Use effective, positive interpersonal communication skills.
- * (35) Respond to inquiries and concerns in a timely manner.
- * (36) Serve on school/district committees as required or appropriate.

System Support

- * (37) Exhibit interpersonal skills to work as an effective team member.
- * (38) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (39) Demonstrate support for the school district and its goals and priorities.
- * (40) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (41) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (42) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

SCHOOL DATA CLERK (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **D02**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.