CLARKSDALE MUNICIPAL SCHOOL DISTRICT
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:

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. Compile and file student grade and attendance reports and other school records.
2. File Exceptional Student Education (ESE) Individual Education Plans (IEPs) in student cumulative files.
3. Make and file cumulative folders for all new students.
4. Receive student records.
5. Send copies of appropriate contents of cumulative folders to receiving schools when student withdraws.
6. Move cumulative folders at the end of the year.
7. Pull, record and send inactive cumulative folders to Student Records Division.
8. Enroll new students on student database system.
9. Withdraw students on student database system.
10. Schedule students.

SCHOOL DATA CLERK (Continued)

11. Send, receive, and distribute faxes for school personnel.
12. Enter test results for English Language Learner (ELL) students.
13. Distribute withdrawal papers and print grades from Principal Viewer for withdrawn students.
14. Keep track of retentions and placed with cause student.
15. Input approved schedule changes.
16. Print student schedules every quarter and at the beginning of school.
17. Prepare demographic reports as needed.
18. Input grades for transfer students.
19. Perform data entry related to summer school including schedule, attendance, grading and staff.
20. Enter discipline data and send notices to parent/guardian.
21. Print and send attendance records for transferring students.
22. Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

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

Inter/Intra - Agency Communication and Delivery

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

System Support

35. Exhibit interpersonal skills to work as an effective team member.
36. Follow federal and state laws as well as School Board policies, rules and regulations.
37. Demonstrate support for the school district and its goals and priorities.
38. Demonstrate initiative in identifying potential problems or opportunities for improvement.
39. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
40. Participate in cross-training activities as required.

Perform other tasks consistent with the goals and objectives of this position.

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.

EVALUATION:

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