

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

DATA ENTRY CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in computer operation.
- (3) Minimum of two years' experience in data entry, computer terminals, word processing, printers and other technology utilized in data input/output.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input/output). Skill in operating a computer terminal and keyboard. Ability to manage time effectively. Knowledge in FTE procedures. Knowledge in student data membership entry. Knowledge in grade reporting procedures. Ability to move quickly from one place to another. Ability to utilize intercom. Ability to maintain accurate records. Knowledge in attendance procedures. Knowledge of school boundaries to maintain in/out of area. Ability to organize registration procedures.

REPORTS TO: DIRECTOR OF AUXILIARY SERVICES

JOB GOAL

To maintain essential records fundamental to the management of the school setting.

SUPERVISES: NA

PERFORMANCE RESPONSIBILITIES:

- 1) Assist schools with system problems, maintenance problems related to FOCUS and other data-based programs.
- 2) Process FTE data and reports. (MIS/FOCUS)
- 3) Generate reports as needed.
- 4) Maintain registration records.
- 5) Maintain incoming/outgoing student records.
- 6) Provide student membership data input and monitor accuracy of data.
- 7) Type memoranda and letters as requested.
- 8) Request student records and send student records.

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- 9) Maintain health records.
- 10) Maintain automated attendance records.
- 11) Operate computer terminal.
- 12) Substitute for teachers to attend IEP meetings.
- 13) Schedule work according to priority.
- 14) Proof-read documents and reports for accuracy and clarity.
- 15) Assist with master schedule and student schedules as needed.
- 16) Compile routine reports and documents as directed.
- 17) Use effective, positive interpersonal communication skills.
- 18) Perform other duties as assigned by Supervisor and/or Superintendent. (Manage Marquee, assist with FCAT preparation, etc.)

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.

TERMS OF EMPLOYMENT: (12 Month Personnel)

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 School.

Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisor's Signature

Employee's Signature

Date

Date

May 24, 2023

FCSB Approval Date