

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
DATA ENTRY OPERATOR

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 typewriter. 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. Ability to organize registration and other procedures.

REPORTS TO:

Principal

JOB GOAL:

To maintain essential records fundamental to the management of the school and/or office setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

NOTE: Data Entry Clerk I Operator may be assigned a variety of settings; therefore, duties are determined by specific assignment.

1. *Maintain registration and attendance records.*
2. *Maintain all incoming/outgoing student records.*
3. *Provide student membership data input and monitor accuracy of data.*
4. *Type memoranda and letters as requested.*
5. *Request student records.*
6. *Maintain health records.*
7. *Maintain automated attendance records.*
8. *Operate computer terminal.*

DATA ENTRY OPERATOR (Continued)

9. *Process FTE data and reports.*
10. Schedule work according to priority.
11. Proof-read documents and reports for accuracy and clarity.
12. *Assist with master schedule and student schedules as needed.*
13. *Input grade entry.*
14. Compile routine and documents as directed.
15. Act as liaison between high school data entry/attendance officer and Vo-Tech teachers.
16. Distribute high school grade scan sheets to teachers, take marked sheets to County Office and make teacher requested grade changes.
17. Input adult student's vital information; such as, single parent notation, economically disadvantaged.
18. Pull down classes from District computer files and set up classes for next year and/or term.
19. Print class rosters for teacher FTE verification and make any required changes.
20. Print various reports as requested; such as. master schedule, teacher loads and class rosters.
21. *Enter work orders for alt County vehicles within the school system.*
22. *Update parts inventory:*
23. *Enter total gallons of fuel used by each vehicle.*
24. *Enter and update bus routes, driver files, and bus inventory.*
25. *Attend training session(s) as needed as assigned.*
26. Use effective, positive interpersonal communication skills.
27. Perform other incidental tasks consistent with the goals and objectives of this position.

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:

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.

*Essential Performance Responsibilities are italicized