



Job Title: Data Quality Clerk

Supervisor: Principal

Terms of Employment: 190 days

Job Summary:

Provide clean, reliable and useful data to support instructional and administrative needs and to meet all local, state and federal requirements.

Essential Duties:

1. Maintain student information system database including security management, data integrity and disaster prevention.
2. Perform all necessary data activities related to data extraction and reporting to district, state and federal accountability and funding requirements.
3. Meet data quality goals established by school administrator.
4. Utilize data checking tools to continuously verify the accuracy and completeness of data.
5. Take necessary corrective measures to eliminate data problems.
6. Maintain records regarding enrollment, withdrawal and transferring students.
7. Interface with parents and students to obtain and record student and parent information.
8. Work with building administrators and guidance counselors to create and record schedules for students.
9. Understand and record proper coding values for student classification.
10. Interface with program administrators such as special education, career education, homebound instruction, ESOL, transportation, truancy, gifted, early childhood, academic plans and testing coordinators to complete data requirements for state reporting.
11. Work with teachers and administrators to report and maintain accurate grade records.
12. Work with school administrators, test coordinators and special education coordinators to enter, maintain and verify data for testing program.
13. Maintain accurate attendance records, including drop-out information, and provide clerical assistance related to truancy identification and intervention.
14. Participate in district-wide meetings, training activities, listserv/blog communications, sharing and distribution of appropriate information.
15. Maintain technology skills required to perform job tasks.

Other Duties:

Individuals will perform basic hardware maintenance including but not limited to changing printer cartridges, calibrating scanners, cleaning hardware as necessary, and insuring proper cabling of computer and peripherals. Will also perform such other duties and assume such other responsibilities



as may be assigned by the principal or appropriate district personnel.

Job Specifications:

To perform the job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Post-secondary degree in data technology preferred or high school diploma with equivalent data technology coursework or approved combination of training and experience. Three years experience with database related information systems preferred. One year of experience with Student Information Systems is also preferred. Education and experience must include proficiency with Microsoft Professional Office applications including Word, Excel and Access.
2. Demonstration of technology proficiency skills required.
3. Technical aptitude necessary to learn current and future student management database and the integration of such software with common office applications such Microsoft Office.
4. Strong problem solving, organizational and basic math skills.
5. Ability to create and utilize search and query functions to verify accuracy and completeness of information for maintaining student management database and for data reporting.
6. Ability to communicate both orally and in written format with employees, parents, students and outside agencies.
7. Minimum keyboard skills of 30 wpm.
8. Ability to complete district, state and other training courses relevant to the completion of job assignments.
9. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional physical requirements include the following:

- Ability to sit for extended periods of time



- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone, and
- Speak in audible tones so that others may understand clearly in person and on the telephone

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office environment.

Pay Grade: 106

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025