

JOB DESCRIPTION

TITLE DATA ENTRY CLERK / STUDENT RELATIONS

QUALIFICATIONS

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

Education/ Experience	High school diploma or General Education Development (GED) certificate and one to two years office/business experience. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to and answer questions from office managers, secretaries and groups of employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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. The noise level in the work environment is usually moderate.

REPORTS TO Manager, Choice and Out-of-Zone

GENERAL RESPONSIBILITIES

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1. Audits and works with all school sites to maintain accurate student data for District, State, and Federal reporting.
2. Tracks students who have dropped out of school, reviews District data and assists with preparing Annual Dropout Report.

SPECIFIC RESPONSIBILITIES

1. Works with and through school-based staff, guidance and data entry staff with dropout reports and dropout retrievals.
2. Reviews monthly student withdrawal report by contacting students, parents and schools regarding status of students and notifying them of educational options.
3. Provides data for quarterly and annual dropout reports, including General Education Development (GED) Exit Option and retrievals.
4. Provides copies of written reports of student arrests from the Sheriff's Department, Florida Department of Law Enforcement, the State Attorney's Office and case dispositions from the Clerk of the Circuit Court to school principals and the ESE administrators and maintains records.
5. Maintains database on student arrests; provides student arrest information for Truancy Court.
6. Maintains and submits Driver's License and Learnfare report information.
7. Updates COHORT report and reviews and updates Survey 2, 3, and 5.
8. Point of contact for social security verification.
9. Communicates with schools regarding error correction and data entry codes.
10. Provides copies of the Missing Children Reports from the Sheriff's Department to school principals and the ESE administrator.
11. Contacts private schools to verify student enrollment.

12. Provides support to the reception area when needed.

13. Performs other duties as assigned.