

JOB DESCRIPTION

TITLE DATA ENTRY CLERK (SCHOOLS)

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. Three to five years experience.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished 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; and 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.
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	Principal

GENERAL RESPONSIBILITIES

1. Enters data into the school's computer systems in accordance with established procedures.
2. Operates the school's (administrative) computer hardware; micro-computer, printer and optical scanner.

SPECIFIC RESPONSIBILITIES

1. Operates the school's microcomputer system.
2. Receives data from teaching and administrative staff and utilizes the proper computer software to code and enter this data into the system.
3. Performs routine data entry tasks in all major areas of the Student Information System software i.e., student registration, student membership, student attendance, student discipline records, student permanent records, student grades, and student testing data.
4. Prints reports and other documents as requested.
5. Receives program updates from Data Processing and loads these updates in accordance with accompanying directions.
6. Performs regular data file backup of data stored in the school's microcomputers.
7. Maintains a log of computer backups.
8. Operates computer printers.
9. Processes mark-sense data forms into the computer with Optical Mark Readers (OMR).
10. Performs data entry for student scheduling.
11. Performs such other duties as assigned.