

JOB DESCRIPTION

TITLE DATA ENTRY CLERK (TITLE I)

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.

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| Education/ Experience | High school diploma or General Education Development (GED) certificate required. |
| 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 group 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 numbers, 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; 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 | Director of Federal and State Grants |

GENERAL RESPONSIBILITIES

1. Transmits, via computer, information on migrant students.
2. Assists in developing and implementing a written inservice training plan for training program and non-program personnel in the encoding and decoding of Migrant Student Record Transfer System student records and the encoding of the skills transmittal forms.

SPECIFIC RESPONSIBILITIES

1. Checks for accuracy and transmits, via computer, all enrollment and withdrawal information on migrant students.
2. Transmits, via computer, all MSRTS updates concerning student identification, eligibility information, supplemental programs, skills information, text data, secondary credit, etc.
3. Keeps student records updated on a computer.
4. Checks for accuracy and dates, labels, and mails all health updates on migrant students.
5. Follows up on any messages received.
6. Communicates any urgent health conditions and/or skills information received to appropriate Home-School Liaison and/or Records Clerk.
7. Maintains a file on all migrant children.
8. Compiles periodic counts, listing, and reports.
9. Assists in developing and implementing a written inservice training plan for program and non-program personnel in the encoding of Migrant Student Record Transfer System and the encoding of the skills transmittal forms.
10. Accesses, inputs and retrieves information and data from a computer.
11. Attends workshops and inservice sessions to keep up to date on any changes and/or additions regarding the MSRTS system.
12. Performs other duties as assigned.