



Position: School Data Clerk

Reports To: Principal or Appointed Designee

Work Schedule: 220 Days, Part Time

FSLA Status: Exempt

Comp Salary Schedule: Non-Teaching Professional (A)

POSITION SUMMARY:

Provides assistance and support in the maintenance structure and processing of data necessary to facilitate proper scheduling, updating and monitoring of student records.

ESSENTIAL DUTIES:

- Ensures confidentiality and security of all student and staff information maintained in student information systems
 - Reports any breach of security to Administration
 - Coordinates procedures for issuance of staff educational system user IDs and passwords; Reissues passwords when security has been compromised
 - Enters student "entry" and "leave" data daily and updates demographic data as changes are presented
 - Enters student schedules, adding/dropping students in appropriate sections for all classes after master schedules have been developed by the administration
 - Imports Georgia testing identifiers on a regular basis to ensure assignment for each student
 - Works closely with leadership and data reporting core team members to ensure accuracy on all state and federal reporting based on Department of Education guidelines
 - Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data
 - Creates and runs queries and creates/prints various reports for school use as requested by administrators
 - Provides training and support for school clerical staff on accessing/updating student information, locating students using student schedules, and student check in/out procedures
 - Provides training and support to clinic workers for maintaining health/emergency data
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ADDITIONAL RESPONSIBILITIES:

Performs other duties as assigned by the appropriate administrator

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED required

Certification/Licensure: None required

Experience: Minimum 2 years clerical/secretarial experience required. Experience in data processing preferred.

Knowledge/Skills/Abilities:

- Ability to handle minor student problems and work with students, parents and staff members
- Must be Proficient (70%) in Google and Microsoft Suite, including a minimum of 5000 keystrokes required; 7000+ keystrokes preferred
- Knowledge of basic office procedures
- Ability to handle confidential information
- Ability to compose and compile correspondence from a variety of sources
- Must be able to work effectively with District and school personnel, parents, and students
- Ability to work with minimal supervision
- Must be detailed and task oriented
- Excellent organizational skills and customer service skills
- Excellent communication skills both written and verbal

Working Conditions:

- Normal office and school environment

Physical Demands:

- Routine physical activity associated with normal office and school environment.
 - May have to lift up to 10 pounds.
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