



Job Title: Data Clerk

Exemption Status: Nonexempt

Reports to: Principal

Date Revised: September 2021

Dept./School: Assigned Campus

Pay Grade: P15

Primary Purpose:

Provide front office support for the school.

Qualifications:

Education/Certification:

- High school Diploma or equivalent
- Certified Educational Organization Professional (CEOP) certification preferred
- Skyward, MS Office, Outlook, Oracle training, and knowledge preferred

Experience:

- Minimum of two (2) years of clerical experience
- Experience with data entry and PC's preferred

Special Knowledge/Skills/Abilities:

- Ability to maintain accurate records
- Ability to handle the high-volume, fast-paced workload
- Detail-oriented, flexible
- Strong interpersonal skills required, with the ability to serve the public and represent the district in a positive manner
- Effective and pleasant telephone/communication skills
- Strong organization and general clerical skills
- Completion of assignments with short deadlines
- Takes initiative to perform routine office functions
- Good judgment in handling confidential information
- Flexibility under pressure is a must

Major Responsibilities and Duties:

1. Transfer student data to any third party—upload vendor platform information to Skyward.
2. Report and submit daily attendance.
3. Attendance verification procedures.
4. Respond to parent phone calls regarding a school (student attendance, behavior, questions, and issues or concerns).
5. Respond to emails from parents and other district personnel regarding virtual school.
6. Provide office support to school administrators as needed.
7. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____