

STUDENT DATA SPECIALIST

BASIC FUNCTION:

Under the direction of the Comprehensive High School Principal, perform various technical duties relative to enrollment, transfer, or withdrawal of students; evaluate student transcripts and maintain student records; maintain and generate computerized reports; provide support and information to District staff, site personnel, students, and the public.

REPRESENTATIVE DUTIES:

- Perform various complex statistical record keeping duties relating to the enrollment, transfer or withdrawal of high school students in a comprehensive high school environment according to established policies and procedures; enter information and data into a computer. **E**
- Evaluate student transcripts and transcribe credits to conform to District system. **E**
- Process and forward transcripts and records to colleges and other institutions from student permanent records according to established guidelines. **E**
- Enter student grades into the computer to create a history file and transcript; process, enter or change grade, race, immunization, and other student related information according to established procedures; maintain student test scores as required. **E**
- Perform technical duties in the maintenance and generation of various computer-generated records and reports including discipline, permanent grade records, attendance, schedules, profiles, teacher rosters and grade sheets, locator cards, and a variety of other queries and reports; distribute reports to appropriate staff or department. **E**
- Provide support and information to District staff, site personnel, students, and the public; troubleshoot computer-related problems as needed; make minor repairs on equipment or arrange for repairs; train others in the proper use of assigned District systems as needed. **E**
- Assign numbers to new students and enter student information into computer system; update individual student records as needed. **E**
- Maintain a variety of records for Alternative Education; receive and make changes to transcript history as appropriate. **E**
- Operate various computers and software systems, printers, copiers, facsimile, burster, scantron, and other office equipment as assigned. **E**
- Provide grading materials to certificated instructors; assure timely return for processing student graded cards and graduation notices. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and procedures of operating computers, software systems, and peripheral equipment.

Principles and practices of data processing, entry, and control functions.

Transcript evaluation and student enrollment procedures and requirements.

State regulations regarding student record maintenance and confidentiality.

District requirements for graduation.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Evaluate, maintain, and record course work and credits, grades, test scores and other student data.

Perform complex clerical tasks involving independent judgment and requiring speed and accuracy.

Operate a computer terminal and peripheral equipment properly and efficiently.

Make minor repairs on systems and printers

Evaluate and interpret transcripts.

Establish and maintain cooperative and effective working relationships with students, staff, and the public.

Maintain records and prepare reports.

Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving extensive use of computer databases.

WORKING CONDITIONS/ENVIRONMENT:

Office Environment

Constant interruptions

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer and standard office equipment.

Hearing and speaking to exchange information in person or on a telephone.

Seeing to read a variety of materials including transcripts.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy boxes of paper.

Bending at the waist, kneeling, or crouching.

Reaching overhead, above the shoulders and horizontally to retrieve files.

7/1/04

SMJUHSD

Range 22