



## **JOB DESCRIPTION – Data Entry Operator**

### **JOB GOAL:**

To maintain automated student records as required, as well as assist with routine assignments to ensure the smooth and orderly operation of the school.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Satisfactory experience in data entry operations or completion of data entry or word processing classes.
3. Must provide written references upon request from the Superintendent.

### **REPORTS TO:**

Principal

### **SUPERVISES:**

N/A

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of office procedures, principles, and practices.
2. Knowledge of Microsoft Office Applications: Word, Excel, Publisher, Adobe, Outlook, etc.
3. Knowledge of the district's Student Information System (SIS).
4. Ability to organize and prioritize activities.
5. Ability to perform assigned responsibilities and work well with others.
6. Ability to communicate effectively

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Build Master Schedule into SIS .
2. Enroll and withdraw students in schools as required.
3. Collect, organize, and enter data necessary for processing student records.
4. Print reports (attendance, discipline, progress reports, report cards, etc.) as required.
5. Maintain student records in SIS and build history as needed.
6. Maintain students' cumulative folder as needed.
7. Complete Roster Verifications for FTE purposes.
8. Process and submit (mail, FASTER thru FOCUS) transcripts as needed for students in grades 9<sup>th</sup>-12<sup>th</sup>.
9. Assist in scheduling eligible students for Drivers Ed. And perform insurance verification.
10. Assist administrators and other staff members in meeting data entry requirements as needed.

#### Inter/Intra Agency Communication Delivery

11. Communicate effectively with staff and vendors.
12. Keep supervisor informed of potential problems or unusual events.
13. Respond to inquiries and concerns in a timely manner.

Effective: July 2022

### Employee Qualities/Responsibilities

14. Demonstrate initiative in the performance of assigned responsibilities.
15. Model and maintain high ethical standards while maintaining a safe and secure workplace.
16. Maintain confidentiality regarding school matters.
17. Participate in workshops and professional learning as required.

### System Support

18. Follow all School Board policies, rules, and regulations.
19. Demonstrate support for the District and its goals/priorities.
20. Perform other incidental tasks consistent with the goals and objectives of this position.

### **OTHER DUTIES & RESPONSIBILITIES:**

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; and use of sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

### **PHYSICAL REQUIREMENTS:**

1. Medium Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force as needed.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

### **TERMS OF EMPLOYMENT:**

1. Salary and benefits shall be paid consistent with District's approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

### **ENVIRONMENTAL DEMANDS:**

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the District's policy.

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
**Employee's Name (Print)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

SCHOOL BOARD APPROVED: April 12, 2022