



JOB DESCRIPTION
Data Processing Clerk - Elementary

JOB DESCRIPTION:

The Data Processing Clerk, under the direct supervision of the principal, updates and maintains student information data/schedules, and provides assistance for the efficient operation of the campus.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Data Entry Experience (alpha and 10 key)

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient data entry/keyboarding, file maintenance, and 10-key skills

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality.
2. Makes initial entries of all new student demographics and subsequent updating of students demographic records.
3. Complies with procedures and the laws regarding PEIMS.
4. Distributes reports to the appropriate special programs staff.
5. Distributes grade sheets to teachers and oversees their grade entries and corrections.
6. Enters and maintains student daily attendance and tardy information.
7. Assists teachers on gradespeed software.
8. Enters and maintains all PEIMS data input and campus updates.
9. Distributes report cards to teachers.
10. Demonstrates proficiency on the student plus software.
11. Assists with the scanning of visitors/volunteers using the Raptor System.
12. Assists with making/answering calls using the campus PA system.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), understand verbal instructions, read, compile and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), perform repetitive hand motions, and prolonged use of computer.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment to include calculator

Paraprofessional Pay Grade: 3
Days; 190
Wage/Hour Status: Nonexempt
Updated: April 8, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.