



**JOB DESCRIPTION**  
**Data Processing Clerk – Alternative School**

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The Data Processing Clerk for the Alternative School under the direct supervision of the Principal, performs data entry and maintains file records, student information data/schedules, and provides clerical support for the efficient operation of the alternative school's administration office.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Data entry experience (alpha and 10key)
- One year clerical experience in an office setting

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Strong data entry/keyboarding skills
- Ability to follow verbal and written instructions
- Effective organizational, communication and interpersonal skills
- Ability to work well in a positive manner with employees, students, and the public
- Knowledge of Texas PEIMS and state Policy
- Working knowledge of master schedule
- Ability to maintain accurate and auditable records and meet established deadline

**DUTIES AND RESPONSIBILITIES:**

1. Prepares, dispatches, and files accurate correspondence and related papers pertaining to registrar services.
2. Collects, organizes, and transcribes educational and demographic information on new students.
3. Processes all new students and withdrawals.
4. Maintains log of all enrollment and withdrawals.
5. Maintains at risk reports and enters all at risk codes given by at risk staff.
6. Maintains and ensures accuracy and correctness of information transcribed on student permanent records.
7. Records, receives and distributes all hearing orders from Pupil Services.
8. Generates, prints, distributes, maintains all report cards and progress reports and prepares student transcripts.
9. Maintains PEIMS records and reports and validates data for fall and summer submission.
10. Responsible for the master schedule process: updating courses and teacher catalog to include course equiv table.
11. Designs and runs reports necessary for daily functioning of campus and aggregation of data as requested by campus faculty and staff.
12. Acts as a liaison between the district PEIMS Coordinator and campus staff to ensure JISD policy is communicated and followed and to guarantee data integrity between transfer students.
13. Maintains grade speed at campus level and District Level.
14. 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), understands verbal instructions, read, compile, instruct and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry medium weight (15-44 pounds), perform repetitive hand motions and prolonged use of computer.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 5**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: January 13, 2010**

*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.*