



JOB DESCRIPTION
Data Research Assessment Clerk

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The Data Research Assessment Clerk, under the general supervision of the Assistant Superintendent for Curriculum and Instruction and the direct supervision of the Data Research Instructional Specialist, performs routine tasks associated with the scanning of all JISD Curriculum Based Assessments and Benchmark tests.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Three years (or more) clerical experience preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding, word processing, excel spreadsheets, and file maintenance skills
- Ability to meet established deadlines
- Excellent organization, communication and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Scans all District CBA answer documents.
3. Facilitates Master JISD CBA/Assessment Calendar.
4. Performs secretarial and clerical functions as needed.
5. Compiles pertinent data as needed.
6. Maintains physical and computerized departmental files.
7. Assists with meeting preparations.
8. Works in collaboration with department staff to meet project deadlines and to promote a positive work environment.
9. 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 communicate effectively (verbal and written), concentrate, understand verbal instructions, differentiate, read, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, and sit for prolonged periods of time.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 5
Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.
Days: 206
Wage/Hour Status: Nonexempt
Updated: October 2, 2008

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.