



JOB DESCRIPTION
Data Processing Clerk – Middle School

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)
- One year clerical experience in an office setting

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient data entry/keyboarding, file maintenance, and 10-key skills
- Knowledge of compiling reports
- Effective organizational, communication, and interpersonal skills
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality.
2. Maintains Gradespeed at campus level.
3. Uploads information from Gradespeed to Pentamation. Unloads grades at the end of each three weeks.
4. Generates, creates and runs report cards and progress reports.
5. Runs computer printouts to include the updated master schedule, student information files, student schedules/changes, school enrollment lists, teacher files and eligibility cards.
6. Updates student demographic records.
7. Enters and maintains all PEIMS data input and campus updates.
8. Coordinates the computer programs with the principal's proposed schedule for the ensuing year.
9. Is responsible for the Master schedule process to include: entering student requests, updating course and teacher catalog, entering and/or updating master schedule, running algorithms, and generating error scans.
10. Assists with School Activity accounts/bookkeeping etc.
11. The foregoing statements describe the general purpose and responsibilities 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), repetitive hand motions and prolonged use of computer.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment to include calculator

Paraprofessional Pay Grade: 5

Days: 210

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.