

MODESTO CITY SCHOOLS

JOB DESCRIPTION

STUDENT DATA SPECIALIST-9-12

DEFINITION:

Under the direction of the Principal or assigned site administrator, perform a variety of technical duties in the entering, updating and maintaining of student data including enrollment, scheduling, registration and grade information for an assigned high school or alternative education site; utilize a computer to input data, create queries and produce a variety of mandated and requested computerized records and reports; ensure accuracy of input data and information for required reports and records and make corrections as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical duties in the entering, updating and maintaining of student data and information including enrollment, scheduling, registration and grade information for an assigned high school or alternative education site; verify and ensure accuracy and integrity of computerized data and reports and correct information as needed.
- Utilize a computer to input data, generate queries and produce a variety of mandated and requested computerized lists, records and reports; update information and maintain a variety of automated records and files; transmit required student data to assigned center/system according to established procedures.
- Update and maintain the Master Schedule; process student ballots in an assigned system according to established procedures; review and update student ballot requests; enter and update teacher and student schedules accordingly.
- Maintain and update complete and accurate student registration and schedule change information as needed; update and enter student and family information, student withdrawal and course history information; assist with student registration activities and student schedule distribution.
- Interpret and apply established policies and procedures related to student enrollment and scheduling.
- Ensure and verify accurate recording of student grades in an assigned system; assist Registrar to ensure cumulative files contain accurate enrollment information; update and maintain student contact and legal information in an assigned system and ensure documentation is filed in official record.
- Perform various related clerical duties including printing rosters and schedules, assisting school site personnel with related questions and reports, printing labels and sending student count information to appropriate personnel as needed.
- Monitor and provide work direction to student assistants while visiting the office.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years accounting, bookkeeping, clerical or secretarial experience performing data entry.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- One year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- General terminology, practices and procedures of assigned office.
- Data entry procedures and computer system operations.
- Principles and practices of data research, processing and evaluation.
- Record-keeping, filing and report preparation techniques.
- Policies and objectives of assigned programs and activities.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Mathematic calculations.

Ability to:

- Perform a variety of technical duties involved in the collection and reporting of organizational student, attendance and other required data and information.
- Utilize a computer to input data and produce a variety of requested computerized records and reports.
- Review and verify input and output data to ensure accuracy and efficiency.
- Assemble and prepare data for records and reports.
- Establish and maintain files and records.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Answer telephones and greet the public courteously.
- Determine appropriate action within clearly defined guidelines.
- Complete work with many interruptions.
- Add, subtract, multiply and divide with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.

- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/8/16

Unit Approved: 3/16/16

Board Approved: 3/21/16

FLSA Status: Non Exempt

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