JOB TITLE	DEPARTMENT	REPORTS TO
School Data Specialist	School Based	Principal

Position No: 73096	**Length of Work Year:** 11, or 12 Months
Salary Schedule: C13, C21	**Date Approved:** 8/26/97
FSLA: Non-exempt	**Date Revised:** 8/10/99; 9/23/20; 4/10/24

JOB GOAL

To maintain accurate and up-to-date student and staff records in the district.

MINIMUM QUALIFICATIONS

1. High School diploma or equivalent
2. A minimum of two (2) years of experience in clerical work or data entry or an equivalent combination of training and experience.
3. Knowledge of data entry
4. T.A.B.E. test, passing score on a rigorous locally identified, or successful completion of nine (9) nonremedial college credit hours (AA/AS or higher will satisfy).
5. Skills in typing and other general office skills
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To perform daily data entry as appropriate.
2. To interpret and follow written procedures for school data specialist.
3. To encode and transmit data as required.
4. To receive data and review for accuracy and completeness.
5. To keep records, prepare summaries and complete reports.
6. To maintain an appropriate filing system.
7. To assist in training new and back-up school data specialist.
8. To work with school and program personnel to fill in formation requests.
9. To perform assigned tasks in a timely and efficient manner.
10. To perform assigned tasks with a high standard of quality.
11. To perform other duties as assigned by the supervisor/Principal.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.

Reviewed: 4/10/24