



SCHOOL DATA CLERK

SUMMARY/SCOPE/GOAL

Maintain essential records fundamental to the management of the school setting.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent required.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.
- Type at 30 correct words per minute.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Maintain all registration records.
2. Maintain all incoming and outgoing student records.
3. Provide student membership data input and monitor accuracy of data.
4. Type memos and letters as requested.
5. Request student records.
6. Maintain health records.
7. Maintain automated attendance records.
8. Operate computer terminal.
9. Process FTE data and reports.
10. Schedule work according to priority.
11. Proofread documents and reports for accuracy and clarity.
12. Assist with master schedule and student schedules as needed.
13. Input grade entry.
14. Compile routine reports and documents as directed.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrate effective oral and written communication skills; analyze computer data (input/output), and operate computer terminal. Ability to manage time effectively; knowledge in FTE procedures; knowledge in student membership entry; knowledge in grade report procedures. Ability to move quickly from one place to another; ability to utilize intercom; ability to maintain records; knowledge in attendance procedures; knowledge of school boundaries to maintain in/out of area; ability to organize registration process.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	<u>Varies</u>	DEPARTMENT:	<u>Varies</u>
TITLE CODE:	<u>L3180</u>	CONTENT BY:	<u>Director, Human Resources Services/Labor Relations</u>
GRADE:	<u>18</u>	COMPENSATION:	<u>Ellie Kelly – Human Resources</u>
UNIT:	<u>1010 CORE</u>	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u></u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>
SCHEDULE:	<u>8 Hrs. – 12 Mos. – 255 Days</u>		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/2002	Developed	Director, Human Resources Services/Labor Relations
1.1	10/1/2021	New Format	Ellie Kelly – Human Resources
1.2	10/18/2021	Update qualification and job functions to current technology standards.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.