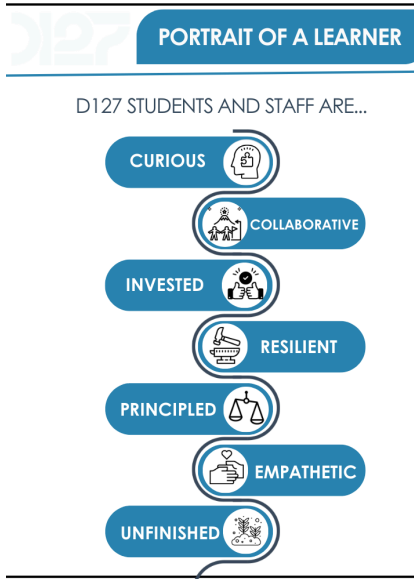


# Student Records/Data Specialist

## Job Description



**LOCATION:** Assigned Building

**DEPARTMENT:**

**REPORTS TO:** Associate Principals

**TERM:** 10 MONTHS (198 DAY) FULL TIME  
**POSITION**

### POSITION SUMMARY:

The job of Student Records/Data Specialist is done for the purpose(s) of maintaining and monitoring student records; entering and manipulating data for various reports; providing student information to administrators in compliance with established district policies and procedures; coordinating assigned projects and activities; and providing general clerical support, information and/or direction as may be assigned at the school site.

### QUALIFICATION - EXPERIENCE – KNOWLEDGE:

- High School diploma/GED is required. Associate's degree or other college work preferred.
- Previous experience in secretarial and/or data processing with emphasis on computer technology, preferably in a school setting.
- Excellent computer abilities with Microsoft Office and working knowledge of Google Docs etc.
- Experience with Excel and working in student databases (e.g. PowerSchool, PaperVision, Active Network Blue Bear Tracks, SIS, etc..) is preferred
- Experience working with copiers, fax machines and other office equipment
- Knowledge of database structure, SQL preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned).

- Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information for the purpose of ensuring compliance with district, state, and federal regulations
- Prepares all necessary activities related to data extraction and reporting for building, state and federal accountability requirements, including but not limited to data entry, review, verification, and extraction of student records for the purpose of preparing reports and/or processing requests
- Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements
- Prepares correspondence (e.g. letters, emails, progress reports, report cards, etc.) for parents, schools, students, and former students in relation to student records as needed for the purpose of disseminating information
- Serves as a liaison between building level and department level program administrators to ensure accurate, thorough, and effective use of data for the purpose of preparing reports and/or processing requests
- Ensures accuracy of student records databases (e.g., adding information, adding Tech campus grades, verifying RCS e-mails, storing grades, purging, etc.) to ensure compliance with records retention schedule and other district, state, and federal guidelines
- Serves as a liaison between the school and the transportation company to ensure eligible students have access to transportation to the school
- Serves on testing team as a support for data and logistics
- Services auto reporting to support RTI reporting
- Supports and manages PowerSchool access for parents/guardians for the purpose of ensuring parents/guardians have access to student records
- Types, complete and/or files various documents, student records, and reports such as letters, memoranda, registration information. etc. for the purpose of conveying information regarding school and/or district activities and procedures

- Compiles data from a wide variety of sources (e.g. student information, RTI updates/interventions, calendars, student course placement recommendations, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator
- Verifies student related data (e.g. grades, residency, etc.) for the purpose of ensuring the accuracy of student records
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities
- Assists with student registration and student schedule distribution for the purpose of ensuring all students are registered in a timely manner for the upcoming school year and throughout the school year for transfer students
- Responsible for all aspects of student locker assignments for the purpose of ensuring all students have secure lockers for their personal belongings
- Supports students' course selections records entry into Power School (e.g. placement data, student selections, teacher recommendations, etc.) for the purpose of ensuring students are able to enroll in the selected classes

### **SKILLS REQUIRED:**

The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to demonstrate regular attendance and punctuality
- Ability to perform several tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to communicate with diverse groups
- Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records
- Ability to work well with all levels of internal management, staff, and students as well as parents/guardians
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, and work efficiently under minimum supervision

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to sit for extended periods of time; enter data into a computer terminal/typewriter; operate standard office equipment; use a telephone; see and read a computer screen and printed matter with or without vision aids, hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels and on the telephone.

**WORK ENVIRONMENT:** The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing and/or pulling and significant finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing.

**FLSA STATUS:** Non-Exempt

The individual(s) currently holding this position may perform additional duties and additional duties may be assigned. There will be an annual performance evaluation for this position performed by the assigned supervisor.

*Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.*