AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSISTANT DATA PROCESSING**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 4**	DUTY DAYS:	**260**	DATE REVISED:	**11/11/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. A minimum of two (2) years of related experience is required.

SKILL REQUIREMENTS:

This position requires an incumbent to have knowledge of general office procedures and practices, and data processing techniques. Incumbent must have strong organizational skills with specialized computer knowledge of Google Workspace, MS Excel and Word, AISD student data bases. Incumbent must have a mental alertness, strong analytical, problem-solving, organizational, and communication skills. This position requires strong attention to detail, prioritizing and the ability to manage multiple deadlines while maintaining confidentiality. Incumbent must be proficient in entering large amounts of data into database management and reporting software systems, including Frontline Management System. This position requires that the incumbent has the ability to understand and provide detailed written and oral instructions. This position requires a willing and helpful attitude in working with staff and students, adaptability to office routines, and coordinating multiple complex tasks at one time. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position coordinates, maintains, and ensures the accuracy of data within district information systems. At the campus level, this position serves as the campus expert on student information systems, PEIMS-related processes, scheduling, attendance, grading, and data integrity while providing support to administrators, counselors, teachers, students, and families. At AISD Headquarter level, this position handles various data for the department through entering, tracking and managing key information needed by the district.

ESSENTIAL FUNCTIONS AT AISD CAMPUSES:

- Create, manipulate, and format spreadsheets into various AISD database systems.
- Serve as a customer service representative for the campus to support students, families, and campus staff.
- Enter data from the source document and verify results according to procedures provided.
- Collaborate with the campus registrar on enrollment, transcripts, graduation requirements, and student records.
- Ensure the campus is in compliance with district, state, federal, and FERPA requirements.
- Collaborate with the District PEIMS Office and be in compliance with PEIMS data. Support the PEIMS Coordinator and AISD campuses with submission of PEIMS data to TEA.
- Prepare grade reporting, grade corrections, and grading timelines as per AISD procedures.
- Identify deficiencies in source documents and return them to the originator for correction. Create, manipulate, and format spreadsheets on the computer and perform data entry.

- Ensure all coding is accurate and ensure data integrity. Ensure that the Special Education student transcripts are confidential and then populate into the appropriate data management system.
- Compile, maintain, and file all reports, records, accounting reports.
- At a campus location, essential functions included preparing scheduling information and entering that information into the computer. Updates teacher and student data changes; including grades and course changes. Maintains course tallies. (# of students signed up for each course). Prepare and maintain Master Schedules and teacher assignments, after consultation with administrators, and enter this information into the computer. Work with report cards and progress reports. Work closely with the Registrar creating first semester workload.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

ESSENTIAL FUNCTIONS AT AISD HEADQUARTERS:

- Create, manipulate, and format spreadsheets into various AISD database systems.
- Ensure all coding is accurate and ensure data integrity. Ensure that the data is confidential and then populates into the appropriate data management system.
- Serve as a customer service representative for the department to support staff, and administrators.
- Enter data from the source document and verify results according to procedures provided.
- Identify deficiencies in source documents and return them to the originator for correction. Create, manipulate, and format spreadsheets on the computer and perform data entry.
- Ensure the department is in compliance with district, state, federal, and FERPA requirements.
- Collaborate with the District PEIMS Office and be in compliance with PEIMS data. Support the PEIMS Coordinator and with submission of PEIMS data to TEA.
- Compile, maintain, and file all reports, records, accounting reports.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: Standard office setting, sometimes noisy, some travel district-wide

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the campus principal or department administrator. Incumbent provides guidance to and consults frequently with the counselors, registrar, principal, and students regarding data concerning scheduling and grades to be maintained in the computer. Incumbents may also have contact with programmers concerning data entry requirements and other Austin ISD personnel.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	