



Job Title: Data Specialist

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: CLH01 to CLH03

Summary: Involves work of a clerical nature in the entering of information necessary for the maintenance of the student records and employee records.

Essential Duties and Responsibilities:

- Prepare and maintain a variety of records and reports related to assigned activities
- Operate a variety of office equipment including a computer and assigned software
- Collect all paperwork in a timely manner for inclusion into the data collection system
- Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor
- Input, process, maintain and evaluate a variety of data and information
- Assists in providing information and data for reports
- Assist staff with analyzing and interpreting related data
- Reviews, audits, and verifies the accuracy of data for completeness and compliance with applicable laws, regulations, and procedures
- Ensures the integrity and security of data.
- Provides a positive customer service oriented level of support

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Graduation from high school or equivalent plus 2 years experience in the entry of on-line computer information. Knowledge of current software and East Baton Rouge policies and procedures is preferable in candidates for this position.

Work Environment Conditions:



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.