



Job Title: Data Entry Operator

Wage/Hour Status: Non-Exempt

Reports to: Assigned Administrator

Pay Grade: PG4

Dept. /School: Assigned Campus/Department

Date Revised: 07/2023

Primary Purpose:

Facilitate the efficient operation of the administrative office and provide clerical services to the school principal and other staff members.

Qualifications:

Education/ Certification and Experience

- High School Diploma or GED (recognized by the Texas Education Agency or regional accrediting agency)
- Fifteen (15) semester hours college credit from an accredited institution; **or**
- Two (2) years' experience in a public school system with clerical/computer experience; **or**
- Three (3) years of general clerical data entry experience.
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant

Special Knowledge/Skills:

- Proficient in Microsoft Excel and Microsoft Word
- Must be self-motivated, possess the ability to work with frequent interruptions, able to handle multiple tasks and work collaboratively to meet TEA and district deadlines.
- Possess excellent interpersonal and communication skills with high level of integrity regarding the data entry process, student records, and campus issues.
- Proficiency in general office management, organization, and procedures.
- Ability to implement oral and written instructions with minimal supervision.
- Ability to establish positive working relationships with administrators, teachers, other auxiliary personnel, students, and the general public

Major Responsibilities and Duties:

1. Complete student registration activities including data entry, course enrollments and student program codes.
2. Process cyclical student data reports using student information system and related computer applications.
3. Update and maintain student on-line files.
4. Update and maintain school's master schedule as directed by principal.
5. Print and process progress reports and report cards.

6. Perform daily attendance updating and balancing tasks and attendance clerk functions as assigned by principal.
7. Maintain student record logs and files including permanent cumulative records, TEA, and district reports.
8. Assist teachers and staff in using district administrative applications.
9. Attendance at work is an essential job function.
10. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Tools/ Equipment Used:

Office equipment and tools: calculator, computer, printer, copier, fax, multiline telephone, and other equipment applicable to position.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling, and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Environmental Factors

Frequent exposure to: Temperature extremes, humidity extremes, noise, low or intense illumination, vibration, biological hazards, working on uneven surfaces, working alone, working prolonged or irregular hours.

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____