



**Job Title:** Data Clerk

**Exemption Status/Test:** Non-Exempt

**Reports to:** Principal

**Date Revised:** September 2021

**Dept./School:** Assigned Campus

**Pay Grade:** P15

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**Primary Purpose:**

Provide front office support for the school.

**Qualifications:**

**Education/Certification:**

- High school Diploma or GED
- CEOP Certification preferred
- Skyward, MS Office, Outlook, Oracle training, and knowledge preferred

**Experience:**

- Minimum of two (2) years of clerical experience
- Experience with data entry and PC's preferred

**Special Knowledge/Skills/Abilities:**

- Ability to maintain accurate records
- Ability to handle the high-volume, fast-paced workload
- Detail-oriented, flexible
- Strong interpersonal skills required with the ability to serve the public and represent the district in a positive manner
- Effective and pleasant telephone/communication skills
- Strong organization and general clerical skills
- Completion of assignments with short deadlines
- Takes initiative to perform routine office functions
- Good judgment in handling confidential information
- Flexibility under pressure is a must

**Major Responsibilities and Duties:**

1. Transfer student data to any third party – upload vendor platform information to Skyward.
2. Report and submit daily attendance.
3. Attendance verification procedures.
4. Respond to parent phone calls regarding a school (student attendance, behavior, questions, and issues concerns).
5. Respond to emails from parents and other district personnel regarding virtual school.
6. Provide office support to school administrators as needed.
7. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**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, frequent keyboarding, and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

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This document describes the general purpose and responsibilities assigned to this job. It is a partial list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_