

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Data Support Assistant

## GENERAL DESCRIPTION

The essential function of the position within the organization is to perform routine clerical and data processing work in the maintenance of student records at assigned school. The position is responsible for entering and retrieving student data with accuracy and in a timely manner, and performing related work as assigned. The position works under direct supervision according to set procedures.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Collects, verifies and enters student data into computer database, including registrations/withdrawals, grades, attendance records, discipline records and other information; manipulates/organizes data for use in reports.

Maintains records of data entered and processed; checks input for accuracy.

Retrieves data as requested.

Generates computer reports as requested.

Maintains lists, schedules, logs and other documents as appropriate on the computer.

Enters and maintains lists, schedules, logs and other documents as appropriate on the computer.

Greets and assists office visitors; directs visitors to appropriate area of the school; signs students in and out; issues tardy passes.

Answers the telephone; forwards calls to appropriate staff person and/or takes messages.

Performs general clerical duties as necessary, which may include scanning documents, typing routine reports and correspondence, copying and filing documents, sending and receiving faxes, answering the telephone, processing mail.

May perform routine bookkeeping duties as requested.

Receives and responds to inquiries and requests in areas of responsibility.

May assist in monitoring students between classes, in the cafeteria, during recess and/or during drop-off/dismissal, and assisting with other school duties as requested.

Attends meetings, training or workshops as necessary to enhance job knowledge or skills.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

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## **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information.

## **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people in achieving task completion.

## **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate loss through management or handling of supplies of high value or moderate amounts of money.

## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

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## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for the safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a high school diploma or GED.

Associate’s degree, or specialized training equivalent to satisfactory completion of two years of college education is preferred.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid state driver’s license.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three to six months of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

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Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Building Administrator

**Supervises:**

N/A

PAY GRADE: From: 110A1 To: 110S2

Number of Months: 12 Number of Days: 254 Hours: 7

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Board Approved 3/18/2016