

MERIDIAN PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION
DATA PROCESSOR

Data Processor

Primary Purpose

Under the direct supervision of the Principal to which assigned and the Director of Technology, to operate several computer programs at the location level. This includes but is not limited to PowerSchool, PowerTeacher, MSIS, and Edulog.

Essential Functions

- Operates the Student Information System software, which, in connection with the office, includes but is not limited to the following:
 1. Maintains the student database.
 - a. Entering students
 - b. Withdrawing students
 - c. Managing MSIS requests
 2. Assists with printing report cards and maintains the academic progress records for the school.
 - a. Assists with gradebooks as necessary
 3. Assists in student scheduling of classes.
 - a. Schedule changes as requested by admin
 - b. Entering master schedule and changes
 4. Maintain student attendance
 - a. Enter check ins/outs in to PowerSchool
 - b. Enter and verify excuses for all required information and ensure that the excuse meets requirements set in the handbook.
 - c. Verify teachers are taking attendance during all classes that are to be reported for attendance
 - d. Correct errors from Attendance Reconciliation report
 - e. Report to truancy officers in a timely manner
 5. Maintains discipline records
 - a. Enter discipline referrals
 - b. Report all suspensions to truancy officers in a timely manner
 6. Reports
 - a. Run weekly/monthly reports for principal
 - b. Run validations to prepare for Monthly MSIS submittals
 - c. Submit monthly MSIS to MDE until passed
 - d. Print reports for MSIS after school passes
 - e. Print additional reports for MSIS after district passes.

Additional Duties

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school level data processing system.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

- Uses standard office equipment such as personal computer, copy machine, fax machine, telephone.

Knowledge, Skills and Abilities

- Organizational and time management skills.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, perform complex arithmetic operations.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to problem-solve job-related issues.
- Ability to process paperwork accurately according to standardized procedures.
- Ability to maintain confidentiality of information regarding school district financial and other information.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Days Contracted

- As determined by the Meridian Public School District Board of Trustees