



TITLE:	Data Facilitator	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Campus Principal	TERMS:	223 Days
DEPARTMENT:	High School Campus	PAY GRADE:	PT5

PRIMARY PURPOSE:

Under direct supervision, provide assistance for the efficient operation of the high school.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to follow written and verbal directions

Ability to maintain emotional control under stress

Effective organization, communication, and interpersonal skills

Proficient Keyboarding Skills

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

At least 1 years' experience with clerical or related duties (preferred)

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Coordinate grading process, including verification and correction of grades, and printing and distribution of progress report and report cards.
2. Generate, maintain and distribute the campus grading timeline.
3. Prepare and distribute the University Scholastic League (UIL) eligibility timeline.
4. Assist campus administration and counselors with the preparation of reports and student's data information.
5. Collect and enter PEIMS data into established database and verify accuracy to established procedures.
6. Enter and maintain Master Schedule data into the established database and verify accuracy of data according to established procedures.
7. Assist the register in processing student records, enrollments and withdrawals, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.
8. Attend any required trainings related to the electronic gradebook program and PEIMS databases.



9. Creates and maintains student transcripts including all transcript requests.
10. Prepares and publishes honor roll for each grading period.
11. Maintains credits earned by students through the Mastery Learning Lab.
12. Direct and maintains all NCHS student records for the Credit Recovery Center (CRC).
13. Assist the Counseling Department as needed, including PRS paperwork.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date