



## Job Description

<b>Position Title:</b>	Data Entry Clerk
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<b>Reports to:</b>	Campus Principal	<b>Pay Grade:</b>	N05
<b>Terms of Employment:</b>	<ul style="list-style-type: none"> <li>• 215 days per year.</li> <li>• At-Will employment agreement.</li> <li>• Salary is in the pay grade N05 on the Non-exempt SAISD Compensation Plan.</li> <li>• Entry hourly rate is at \$16.75 with consideration for directly related experience.</li> </ul>	<b>FLSA Classification:</b>	Non-Exempt
<b>Funding Source:</b>	This position is locally funded.		

### Position Summary

Assist in the attainment of district goals by effective and efficient performance of data entry functions, including tasks which generate state funding and impact accountability ratings for school and district.

### Essential Functions / Key Responsibilities

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. Provide assistance to teachers and staff in using district administrative applications
9. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- High school diploma or GED equivalent recognized by the Texas Education Agency or a regional accrediting agency.
- 2 years relevant full-time work experience in a school or business environment.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Knowledge, Skills & Abilities

- 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, campus deadlines.



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- Possess excellent interpersonal and communication skills with high level of integrity regarding the data entry process, student records and campus issues.
- Comply with data integrity and security of information and appropriate documents.
- Proficiency in general office management workflow, 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 public.

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:

- 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.

### Supervisory Responsibilities / Direct Reports

- None

**It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_