

# Thornton Township High School District 205

## Job Description: Data Processing

**Title:** Data Processing

**Location:**

**Reports to:**

**No. of Months:** 12

### **DEFINITION OF DUTIES AND RESPONSIBILITIES:**

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on frequent basis, or A--completed annually

F- Order supplies and request maintenance on equipment  
F- Maintain records and collect data for record storage  
F- Prepare student documents for distribution  
F- Prepare reports for staff and administration  
F- Provide information to students, staff, and parents and prepare materials for distribution  
F- Organize data processing office to see that all work or projects are completed  
F- Answer telephones, answer questions, route calls to appropriate area.  
F – Enter into computer system for continuing students and new students  
F- Prepare all official school documents and teacher notification whenever a new student is enrolled.  
F- Update student records, i.e., change of address, telephone numbers, status changes, etc.  
F- Assist students, teachers, and parents with any questions or problems with respect to student data  
F- Filing  
F- Maintain student records and schedules for easy access by authorized personnel  
F- Print reports requested by principal and assistant principal with respect to student data  
F- Print hard copy transcripts for students transferring out of school.  
F- Notify parents that confirmation and schedules are ready for new students  
F- Break up files for all new students and distribute information to appropriate areas  
P- Maintain an accurate weekly listing of all incoming and departing students  
F- Report, labels as requested by immediate supervisor  
F- Prepare mail as needed regarding student data and/or requested by immediate supervisor  
A- Entering freshman enrollment  
F- Maintain student enrollment/exit records in IASS/SIS  
F- Maintain multiple ID record in IASS/SIS