

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