

TECHNICIAN-STUDENT DATA

DEFINITION:

Under the supervision of the Assistant Principal, performs a variety of technical clerical duties involved in the input, maintenance and evaluation of student information, attendance and other required data at an assigned school site; utilizes a computer to input data, generate queries and produce a variety of requested computerized records and reports; maintains filing systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Performs a variety technical clerical duties involved in the input, maintenance and evaluation of student information, attendance and other required data at an assigned school site; maintains student academic records according to established procedures.**
- **Utilizes a computer to input data, create queries, generate links to data and produce a variety of requested computerized lists, records and reports; updates information and maintains a variety of automated records, reports and files related to student information; assures accuracy of input data; provides student rosters as requested.**
- **Performs a variety of clerical and administrative assistant duties in support of assigned programs and functions; processes and evaluates a variety of forms, letters and applications as assigned; establishes and maintains filing systems; updates, maintains and files student emergency cards as assigned.**
- **Maintains appointment and activity schedules and assigned calendars.**
- **Inputs student registration information as assigned; assists with evaluating transcripts according to established procedures; inputs and updates student transfer information according to established procedures; responds to and processes student records requests as assigned.**
- **Reviews submitted grade information and communicates with teachers regarding missing grades and grade timelines; prints transcript information according to established procedures.**
- **Communicates with personnel and outside schools to exchange information, coordinate activities and resolve issues or concerns; assists parents with setting up assigned online profiles and answers related questions as needed.**
- **Operates a variety of office equipment including a copier, fax machine, computer and assigned software.**
- **Serves as a back-up for other office personnel and performs related duties as assigned.**

QUALIFICATIONS GUIDE

Knowledge of:

- **Data control procedures and data entry operations.**
- **Record-keeping and report preparation techniques.**
- **Policies and objectives of assigned programs and activities.**
- **Methods of collecting and organizing data and information.**
- **Modern office practices, procedures and equipment.**
- **Operation of a computer and assigned software.**
- **Correct English usage, grammar, spelling, punctuation and vocabulary.**
- **Interpersonal skills using tact, patience and courtesy.**
- **Oral and written communication skills.**
- **Record retrieval and storage systems.**

Ability to:

- **Operate computers and peripheral equipment properly and efficiently.**
- **Review and verify input and output data to assure accuracy and efficiency.**

- Assemble and prepare data for records and reports.
- Compile data in a timely and efficient manner and prepare reports.
- Establish and maintain files and records.
- Type or input data at an acceptable rate of speed.
- Compile, organize and evaluate student data.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical experience involving work with numerical and statistical data.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to view a computer monitor and read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

WORK ENVIRONMENT:

Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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