

Job Title: **School Data Specialist II**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to review, sort, and process school records and data.

ESSENTIAL JOB FUNCTIONS

- Executes appropriate data processing procedures in accordance with Florida statutes, laws, ordinances, departmental procedures; May provide leadership and instruction to entry level staff.
- Performs numerous essential record keeping tasks to organize and maintain school information and filing systems.
- Processes, sorts, verifies accuracy, and files various information in accordance with established departmental policies and procedures e.g., forms, documentation, applications, student, personnel, or financial records.
- Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks to compose school departmental reports as requested.
- Reviews, processes, enters, and edits data and computer generated output to maintain accuracy of records.
- Creates teachers' schedules; enters daily attendance; reviews and submits free/reduced lunch applications.
- Enters and reviews all data for FTE Funding and for Federal Impact Aid.
- Generates and analyzes special reports and other relevant materials appropriate to data entry tasks.
- Logs the receipt of input and output data and the issuance of output reports and material; Maintains and verifies accuracy of various departmental reports and databases.
- Performs various clerical support duties; Provides administrative assistance to other school office clerical and secretarial personnel as needed, and may serve in a lead position to entry and journey level personnel, training and reviewing work performed.
- Answers telephone inquiries concerning school departmental activities and operations; Accepts, screens, and routes telephone calls; Greets and directs visitors, as and when appropriate.
- Assists with the resolution of minor routine administrative and operational problems related to data processing as needed.

- Distributes or mails output data processing reports and other material to school district departments and schools.
- May photocopy, sort, staple, and/or distribute documents; May type labels, envelopes, and/or routine forms; May open, sort, date, stamp, and distribute incoming/outgoing correspondence.
- Maintains and updates system database to compile, store, and/or retrieve information for various school reports.
- Sorts documents and prepare envelopes for mass mailings as directed.
- Types reports, correspondence, or other information relating to the operation of the assigned functional area.
- Establishes and maintains a confidential filing system; Categorizes and maintains manual and/or computerized filing systems; Creates tracking systems and forms, enters data, and cross-indexes and files documents alphabetically, numerically, or by other designated classification.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Four (4) years of responsible data entry or clerical support experience in the operation of a school's information system and related software.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of mathematics.
- Requires the ability to display knowledge of computer principles, techniques, and procedures.
- Requires the ability to display knowledge of operating principles and characteristics of information systems and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of specifics of an applied occupational field.
- Requires the ability to display knowledge of standard office practices, procedures, and equipment.
- Requires the ability to display knowledge of bookkeeping methods and principles.
- Requires the ability to display knowledge of analytical skills necessary to perform numerical calculations to obtain totals, balances, and to verify information from complex data.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, citizens, and other county officials and staff.
- Requires the ability to display knowledge of applicable state and federal statutes, rules, regulations, laws, and ordinances.
- Requires the ability to display knowledge of routine word processing software and a familiarity with computer operations.
- Requires the ability to operate computer peripheral devices and standard software applications used by the District.
- Requires the ability to develop effective work methods and procedures.

- Requires the ability to plan, organize, and supervise the work of clerical subordinates performing a wide variety of tasks.
- Requires the ability to interpret, explain, and apply applicable laws, regulations, and policies.
- Requires the ability to make decisions in accordance with applicable laws, regulations, and policies.
- Requires the ability to assemble and organize data and prepare reports from such data.
- Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person and over the telephone. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: