

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

CLERK -- DATABASE

JOB DESCRIPTION

JOB CODE: 63091E, 611960, 611961, 620926, 630960, 760960, 810960 **BARGAINING UNIT ELIGIBILITY:** Yes

FLSA: Non-Exempt

PAY GRADE:

26

SALARY SCHEDULE:

Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of two (2) years successful data entry and clerical experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Skill in the use of computers and software applications. Knowledge and skill in basic office equipment. Skill in analyzing computer data (input/output). Working knowledge of operation and programs of the School district. Ability to exercise independent judgment. Ability to organize and prioritize assignments with minimal supervision. Ability to work under pressure and deadlines. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with district and school-based staff and administrators.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To accurately enter and maintain all electronic data pertaining to student records.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Enter data related to the student information system master file and update daily, including demographic data, attendance, discipline, school courses and staff mater file, and grade reporting.
- * (2) Assist in the registration and scheduling process.
- * (3) Process and distribute student schedules and class lists.
- * (4) Assist administration in producing documents, surveys, reports and mailing labels requiring word processing programs.
- * (5) Request and receive electronic transcripts (FASTER).
- * (6) Monitor accuracy of data input and output.
- * (7) Build and maintain teacher schedules.
- * (8) Process student withdrawals.

CLERK -- DATABASE (Continued)

- * (9) Answer the telephone and greet public in a courteous and professional manner.
- * (10) Copy, assemble and distribute documents.
- * (11) Serve on school/district committees as required or appropriate.
- * (12) Adhere to applicable safety standards.
- * (13) Attend all staff meetings and workshops.
- * (14) Assist with maintaining a clean and orderly environment.
- * (15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (16) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Demonstrate support for the school district and its goals and priorities.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Maintain expertise in assigned area.
- * (24) Manage time efficiently.
- * (25) Model and maintain high ethical standards.
- * (26) Participate in cross-training activities as required.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Prepare all required reports and maintain updated and accurate records.
- * (29) Represent the District in a positive and professional manner.
- * (30) Respond to inquiries and concerns in a timely manner.
- (31) Perform other duties as assigned.
- * (32) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted: 8/2/11

Revised: 3/19/19