

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

DATA CONTROL SPECIALIST

QUALIFICATIONS:

1. High School Diploma or equivalent with business/ clerical training.
2. Minimum of two (2) years experience in the operation of computers.
3. Ability to type 40 correct words per minute.
4. Demonstrates competency by passing Data Control Specialist Examination with a score not less than 70%.
5. Ability to perform clerical tasks and complete repetitive duties without close supervision.

REPORTS TO: Principal

SUPERVISES: None

POSITION GOALS

To handle all computer operations pertaining to student and staff records information as well as other assigned duties.

Knowledge, Skills and Abilities:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. Skill in operating a computer terminal. Skill in analyzing computer data (input/output). General working knowledge of school and School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Ability to maintain accurate records. Good organizational skills.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Implement automated student and staff databases.
2. Perform TSO (time share option) applications.
3. Input entries related to the student information system master of file and update daily.
4. Input all student demographic data.
5. Assist in the registration and scheduling process.
6. Process and distribute student schedules, class lists and mailing labels.
7. Input all daily entries to the attendance accounting system.
8. Input discipline information on the student information system, if required.

9. Input all entries related to school course and staff master file.
10. Input all entries related to grade reporting.
11. Verify promotion status.
12. Assist in processing student class records for generation of FTE.
13. Assist administration in producing documents, surveys, reports and mailing labels requiring word processing programs.
14. Transmit and receive transcripts electronically.
15. Monitor accuracy of data input and output.
16. Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
17. Process all reports to meet time line.
18. Operate office machines.
19. Duplicate, assemble and distribute documents.

Inter/ Intra-agency Communication and Delivery

20. Act as receptionist when needed.
21. Assist in preparing communication for students and parents regarding various activities and announcements at school.
22. Assist with communicating the importance of accurate collecting of funding related data and reports.
23. Answer the telephone in courteous and professional manner.
24. Communicate effectively with the public, students, co-workers and administration.
25. Respond to inquiries and concerns in a timely manner.
26. Keeps supervisor informed of potential problems or unusual events.

Employee Qualities/ Responsibilities

27. Demonstrate initiative in the performance of assigned responsibilities.
28. Model and maintain high ethical standards.
29. Follow attendance, punctuality and proper dress rules.
30. Maintain confidentiality regarding student and personnel records.
31. Exercise safety precautions on the job.
32. Maintain positive relationships with co-workers, District employees, students and the public.
33. Participate in workshops and training sessions as required.

System Support

34. Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
35. Perform compilation of reports and documentation as necessary for FTE, ESOL, ESE and other data tied to student funding.
36. Assist with inventory process as needed.
37. Prepare all required reports and maintain all appropriate records.
38. Follow all School Board policies and school policies and procedures.
39. Exhibit the interpersonal skills necessary as an effective team member.
40. Demonstrate support for the School District and its goals and priorities.
41. Perform other incidental tasks consistent with the goals and objectives of this position.

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

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

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