

VACANCY NOTICE

Data Clerk

JOB TITLE:	Data Clerk		
LOCATION:	Ridge Road Primary School		
REPORTS TO:	Principal		
FLSA STATUS:	Non-Exempt		
CLASSIFICATION:	Classified	TERM OF EMPLOYMENT:	11-month position Full-time
JOB CODE:	430	SALARY SCALE:	153

Position Summary

School Data Clerk maintains the accuracy, integrity, and confidentiality of student records and information with the Student Information System (SIS). They are responsible for managing daily enrollment, attendance, scheduling, and generating reports for state and federal compliance.

Essential Functions and Responsibilities

- Work closely with the District Data Information Coordinator to report State and Federal Reports for each Data Collection Cycle.
- Communicate with other school systems to obtain/send student records
- School level Student Information System responsibilities:
 - Coordinate with System Registrar regarding enrolling students
 - Enter and update student schedules
 - Update student information data
 - Process grade reports and permanent record data
 - Manage student attendance in Student Information System and report truancy
 - FTE data collection
 - Verify Honor Roll and Merit List information
 - Assist in maintaining student permanent records
 - Prepare end of year reports
 - Enter office discipline referrals
 - Manage various data reports for periodic review for school improvement process
- Assist in implementing front office responsibilities and procedures to support parents, staff and students
- Other duties as assigned by supervisor

Qualifications

MINIMUM QUALIFICATIONS

- High school diploma
- Working knowledge and conceptual understanding of key software components such as word processing, spreadsheets, and databases
- Strong interpersonal skills in supporting end-users (varying degrees of expertise) in training or problem-solving situations
- Able to work independently, establish and maintain cooperative working relationships
- Excellent oral and written communication skills

PERFERRED QUALIFICATIONS

- 3 years of experience of working with state reporting of data
- Associate's degree in a computer related field

How to Apply

Internal applicants, please send a cover letter and current resume to:

Human Resources Department

Attn: Tabitha Hatfield

thatfield@washington.k12.ga.us

External applicants can apply by submitting a Washington County Board of Education Non-Certificated Application for Employment (found at

<https://www.washingtoncountyschoolsga.org/human-resources>) and resume to:

Human Resources Department

Attn: Tabitha Hatfield

thatfield@washington.k12.ga.us

Position open until filled

The Washington County Board of Education is an Equal Opportunity Employer.