

Vacancy Announcement  
Washington County High School  
Data Clerk

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|-------------|------------|
| Job title   | Data Clerk |
| Reports to  | Principal  |
| FLSA Status | Non-Exempt |

|                             |                                       |
|-----------------------------|---------------------------------------|
| Classification: Classified  | Term of Employment: 11-month position |
| Job Code: 430<br>Data Clerk | Salary Scale: 153                     |

### **Duties and responsibilities**

Assists with the collection and data entry of student or administrative information

- Communicate with other school systems to obtain/send student records
- Work with the system's Data Information Coordinator to report State and Federal Reports for each Data Collection Cycle.
- 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 Infinite Campus and report truancy
  - FTE data collection
  - Verify Honor Roll and Merit List information
  - Assist in maintaining student permanent records
  - End of the 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

- A high school diploma
- A working knowledge and conceptual understanding of key software components such as word processing, spreadsheets, and databases.
- Must have strong interpersonal skills in supporting end-users (varying degrees of expertise) in training or problem-solving situations.
- Must be able to work independently, establish and maintain cooperative working relationships.
- Excellent oral and written communication skills are imperative.

Preferred Qualifications:

- 3 years of experience of working with state reporting of data
  - An Associate's degree in a computer related field.
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### ***How to Apply:***

Internal applicants, please send a cover letter and current resume to Human Resources Department attention Tabitha Hatfield or email to [thatfield@washington.k12.ga.us](mailto:thatfield@washington.k12.ga.us)

External candidates may submit a Washington County Board of Education application for employment or resume, and three professional references to Tabitha Hatfield or email to [thatfield@washington.k12.ga.us](mailto:thatfield@washington.k12.ga.us)

### **Deadline to apply: Open until filled**

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