

Education Information System Clerk

Position Title: Education Information System Clerk
Immediate Supervisor: Director of Student Services
Work Year: 12 Months
Work Day: 7 ½ Hours (7: 45 a.m. – 4:00 p.m. with 45 min. lunch)
Work Week: 37 ½ Hours
Issued Date: 05/30/07

POSITION SUMMARY

Input data, generate reports, correct transmission errors, associated with the District Student Management System (Star_Student) and State Department Education Information System (EIS) databases. Perform clerical duties as assigned by the Director of Student Services. Perform other duties as assigned.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent
Basic computer skills related to word processing, database management, and spreadsheets
Experience working with Internet based computer applications

QUALIFICATIONS

Demonstrate the ability to:

Perform duties under general supervision,
Utilize initiative and good judgment in the carrying out of assignments,
Work cooperatively with principals, teachers, administrators, and support staff,
Perform repetitive tasks according to established procedures,
Maintain confidentiality of information associated with position,
Understand instructions and underlying principles,
Understand meanings of words and ideas associated with the position,
Perform arithmetic operations quickly and accurately,
Perceive pertinent detail in verbal or tabular material,
Coordinate eye and hands or fingers rapidly and accurately in making precise movements with speed,
Move the hands easily and skillfully
Make visual comparison and discriminations,
See slight differences in shapes and shadings of figures and widths and lengths of lines,
Perform the essential functions and requirements of the job, and
Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Learn in detail the operation of the District Student Management System (Star_Student) database and State Department Education Information System (EIS) database.

Input various types of data into the District Student Management System (Star_Student) database and retrieve various types of data from the Department Education Information System (EIS) database.

Generate required data reports from the District Student Management System (Star_Student) as requested by the Director of Student Services.

Retrieve and correct enrollment related data errors from the State Department Education Information System (EIS) database in a timely manner.

Contact and cooperate with other school system and/or school EIS personnel in order to resolve enrollment related errors.

Enroll all new students (except Pre-K students) and re-enroll all students (except Pre-K students) who leave and return to the District.

Assist the Director of Student Services in the verification of student residence as it applies to attendance, tuition and out-of-zone enrollment status.

Assist the Director of Attendance Student Services in the preparation and entry of scheduled attendance reports to the State Department of Education.

Perform clerical duties as assigned by the Director of Student Services.

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the Director of Director of Schools.

PHYSICAL DEMANDS

This position may requires the lifting of objects not to exceed 50 pounds without the assistance and the wearing of a safety support belt and frequent lifting and or carrying of objects weighing up to 25 pounds.

Other physical demands that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.