



Fremont Union High School District

Position: School Data Processing Specialist

Department/Site:	School Site	Range:	110
Reports to/ Evaluated by:	Assistant Principal	Work Year:	225
		Months:	11

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, operates a computer to organize, update, and maintain student and course databases. Enters and verifies data and prepares reports for various uses. Maintains student demographic information, schedules, master course schedules, grade reporting records, and other related student information. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Receives and enters a variety of student data to computer-aided student files. Accesses databases using data entry screens and instructions. Data includes but is not limited to grades, scores, and demographic information.
- Maintains and verifies student data files, and assures that all necessary documents have been obtained. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.
- Prepares and distributes grade reporting materials for entry to student data and administrative files and data tables. Verifies supplemental data such as grade and status changes. Assures that grades are accurately recorded and initiates data processing that produces grade reports.
- Assists in the development of master course schedules. Maintains and updates approved course schedules. Processes program changes, drops, withdrawals and reinstatement records per Guidance and Assistant Principals requests.
- Retrieves and compiles reports of grade, course, and related student activity to support research and special data screening requests, conferences, counseling and disciplinary sessions with students and parents.
- Provides data and document control support for administering state-mandated testing.
- Extracts and prepares reports, including multi year comparisons, that include data retrieved from student information systems. Provides teaching staff and administrators with pertinent data and forms as required.
- Develops formats and procedures for entering and retrieving various types of data.
- Maintains up-to-date knowledge of characteristics and features of student information systems and other relational databases.
- Maintains necessary records and backup data for audit purposes.
- Troubleshooting problems or errors within the student data program.
- Provides staff training to use Classxp and SASI.
- Provides support and training to parents on programs such as A+Board.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires working knowledge of data entry methods, procedures and equipment including database programs, word-processing specialized applications used for student and academic information.
- Requires basic knowledge of District policies and procedures governing student information.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education for data entry and retrieval and the transfer of data from one program to another.
- Requires business mathematics skills to compute sums and compile statistics.
- Requires sufficient skill in using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare common, yet professional correspondence and standardized reports.
- Requires the ability to extract, organize, prepare and analyze data for submission.
- Requires the ability to perform the duties of the position efficiently and effectively with minimal supervision.
- Must be able to maintain and update student schedules, master course schedules and grade reporting.
- Must be able to understand and follow written and oral directions and to train and provide work direction to student assistants.
- Requires the ability to assess programs and procedures and initiate modifications.
- Must be able to compile and maintain accurate and complete records and reports.
- Requires the ability to operate office equipment, including computer terminal with speed and accuracy.
- Requires good organizational and planning skills in order to meet schedules and timelines.
- Must be able to maintain confidentiality of records and information.
- Must be able to communicate with the normal range of contacts in a manner, which reflects positively on the department and the District.
- Operates a variety of office equipment, such as microcomputers, printers, copiers, document folders, shredders, scanners and calculators.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position typically requires a High School diploma or equivalent and 2 years of experience entering varied data on a computer terminal.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a high school office environment subject to constant interruptions.