

# SCHOOL DISTRICT OF LAFAYETTE COUNTY

## DATA ENTRY OPERATOR, DISTRICT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training and/or experience in data entry.
- (3) Competency in language and clerical skills, as measured on a screening test with a minimum score of 80%.
- (4) Typing proficiency of 35 words per minute.
- (5) Computer proficiency.
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic office equipment. Ability to analyze computer data (input/output). Knowledge of appropriate office procedures. Ability to deal effectively and courteously with a diverse population including students, parents, school personnel and the community. Ability to perform clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Ability to communicate orally and in writing. Ability to maintain accurate records. Good organizational skills.

#### REPORTS TO:

District Administrator

#### JOB GOAL

To ensure that records and data are accurately entered and properly updated.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

##### Service Delivery

- \*(1) Perform on-line maintenance of computer files and records as assigned.
- \*(2) Collect and distribute data in accordance with established procedures or as directed.
- \*(3) Maintain hard copy data and reports as directed.
- \*(4) Update computer information continuously to ensure accurate and up-to-date records.
- \*(5) Process Medicaid forms.
- \*(6) Maintain transportation Medicaid log and coordinate record keeping with transportation.
- \*(7) Maintain Medicaid eligibility list and distribute to appropriate staff.
- \*(8) Enter student assessment scores into database.
- \*(9) Review Individual Education Plans (IEPs) and enter data into database.
- \*(10) Obtain data if IEP is incomplete.
- \*(11) Assist the site in ensuring that full time equivalent (FTE) information is accurate.
- \*(12) Process requests for field trips and extracurricular activities.

## **DATA ENTRY OPERATOR, DISTRICT (Continued)**

- \* (13) Assign drivers to extracurricular activity buses.
- \* (14) Assign drivers to field trips.
- \* (15) Send bills for field trip and activity transportation to appropriate school or department.
- \* (16) Demonstrate initiative in the performance of assigned responsibilities.

### **Employee Qualities/Responsibilities**

- \* (17) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (18) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (19) Ensure adherence to good safety standards.
- \* (20) Maintain confidentiality regarding school/workplace matters.
- \* (21) Model and maintain high ethical standards.
- \* (22) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (24) Exercise service orientation when working with others.
- \* (25) Keep supervisor informed of potential problems or unusual events.
- \* (26) Use effective, positive interpersonal communication skills.
- \* (27) Respond to inquiries and concerns in a timely manner.
- \* (28) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (29) Exhibit interpersonal skills to work as an effective team member.
- \* (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (31) Demonstrate support for the school district and its goals and priorities.
- \* (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (34) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

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

Job Description Supplement 05

### **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 on evaluation of personnel.