

SCHOOL DISTRICT OF LAFAYETTE COUNTY

DATA ENTRY OPERATOR , GUIDANCE SERVICES (RECORDS CLERK)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years office experience.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to maintain accurate records. Ability to use student database preferred. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Principal or Director

JOB GOAL

To maintain district records accurately and in compliance with local, state and federal requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

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

Service Delivery

- *(1) Adhere to record retention requirements and guidelines.
- *(2) Adhere to laws and policies related to confidentiality and access to information.
- *(3) Maintain student records, including enrollment, grades and demographic data, in the student database.
- *(4) Maintain student cumulative files.
- *(5) Prepare and certify official student documents and transcripts.
- *(6) Evaluate student records from other districts.
- *(7) Maintain exceptional student education records.
- *(8) Distribute student information to schools and parents.
- *(9) Retrieve data as needed.
- *(10) Ensure that student and employee data is released to authorized persons or agencies only.
- *(11) Respond to the public, agencies, parents and district staff regarding requests for retrieval of records.

DATA ENTRY OPERATOR, GUIDANCE SERVICES, RECORDS CLERK (Continued)

- *(12) Maintain inventory of records in records management center.
- *(13) Prepare records for microfilming or scanning.
- *(14) Coordinate the microfilming process in the records management center.
- *(15) Oversee record storage at a central location.
- *(16) Maintain a secure system for storing film.
- *(17) Maintain database of electronic forms.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

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

Inter/Intra-Agency Communication and Delivery

- *(26) Notify district personnel regarding changes in retention procedures.
- *(27) Work with the forms committee regarding the forms management program.
- *(28) Assist with the records management manual.
- *(29) Exercise service orientation when working with others.
- *(30) Keep supervisor informed of potential problems or unusual events.
- *(31) Use effective, positive interpersonal communication skills.
- *(32) Respond to inquiries and concerns in a timely manner.
- *(33) Serve on school/district committees as required or appropriate.

System Support

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

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

DATA ENTRY OPERATOR, GUIDANCE SERVICES, RECORDS CLERK (Continued)

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.