



Pickens County Board of Education Job Descriptions

SCHOOL DATA CLERK

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 200 days

REPORTS TO: Principal

QUALIFICATIONS: 1. As determined by local needs

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- To maintain all student information data in a responsible, secure manner and complete all student reporting requirements, including enrollment, attendance, grades, court required and state mandated reports.
- Enroll and withdraw students from the state student information system.
- Enroll and withdraw students from the local student information system.
- Prepare enrollment packets for all new students.
- Prepare permanent record folder for all new students.
- Request student transcripts from other systems and evaluate transcripts for assignment to course history within the local student information system.
- Prepare and post transcripts to other systems upon request.
- Schedule any necessary testing or evaluating for incoming new students for assignment to programs.
- Enter staff in information, course information and numbers, and special program coding into the student information system.
- Enter and maintain all student data within the student information system, including changes in address, contact information, and any special restrictions requested by the parents.
- Ensure that the school meets Family Educational Rights and Privacy Act (FERPA) regulations concerning the availability of student data.
- Enter all schedules for students at beginning of school year. Schedule students who transfer throughout the year. Enter all schedule changes made by teachers and special programs during the school year.

- Supervise the grading system and serve as the first level of support for teachers with grade book software.
- Collect grades in the student information system and issue report cards.
- Enter daily homeroom attendance.
- Edit attendance for all students who arrive late or leave early.
- Enter in the student information system notes from doctors and parents, and maintain copy in file.
- Prepare and send attendance letters, maintaining copies in discipline files and attendance notebook/files.
- Supervise the operation of any parent telephone notification system, insuring that parents are notified of their student's absence in a timely manner.
- Maintain records of contacts, letters, phone calls, etc. concerning attendance.
- Prepare attendance referrals for the system attendance officer.
- Monitor attendance of students designated by the system attendance officer, juvenile court, or attendance support team.
- Prepare attendance report/data for attendance support team and/or juvenile court.
- Prepare perfect attendance reports monthly and yearly.
- Prepare monthly attendance reports for student services personnel.
- Prepare Honor rolls, Principal's list, and other summative data extraction concerning grades.
- Prepare certificates and awards recognizing achievement, attendance and other honors.
- Enroll parents into Parent Connect internet application and provide first level technical support for parent questions/problems.
- Maintain training and skills necessary to the operation of the student information system program, grade book program, and parent reporting program, and serve as first level technical support for school problems.
- Maintain and monitor class size data and report to principal any class size compliance issues.
- Extract student information data requested by school personnel in a timely manner.
- Prepare state FTE data transmissions three times a year as required by DOE, and ensure that data is error – free.
- Prepare state required student data record transmission yearly, and ensure that data is error – free.
- Prepare monthly data uploads to the state student information system, and ensure that data is error – free.
- Meet any additional reporting requirements imposed by the state or federal government.
- Monitor network/data security and coordinate offsite backup and storage.
- Perform other duties as assigned.