

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Data Entry Supervisor, Administrative Tech. **Job Code:** 82024
Job Classification: 16 Administrative Support Workers **EEO Line:** 51
Job Class Category: F Educational Support Personnel **Job Description Supplement Code:** 4
Reports to: Assistant Director, Admin. Technology **Salary Locator:** Classified Schedule

SUMMARY:

Supervises school and department data entry clerks. Prioritizes and plans workload of data entry tasks in compliance with schedules, deadlines, protocol and policies. Reviews, verifies, codes and enters data, reconciles discrepancies and extracts and compiles information for reporting of data to the Department of Education.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Three (3) years' experience in Data Processing, preferably at the school level
- 3) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Skills in verbal and written communication
- (5) Knowledge of high speed printers
- (6) Proficiency in word processing, completing survey reporting in a timely and accurate manner

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students and/or colleagues, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Assist in the training of school and department data entry operators and other school personnel on Skyward student software and reports.
- (4) Assist in data entry for District departments
- (5) Perform clerical work in District data processing department
- (6) Route requested reports to District departments and schools
- (7) Ensure adequate and economic inventory of supplies and materials required for production
- (8) Perform FTE corrections and reporting
- (9) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (10) Perform all other non-instructional duties as requested by department director or assistant department director

PHYSICAL REQUIREMENTS:

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

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

September 19, 2013

Amended: August 19, 2014