

**JOB TITLE:           STUDENT SYSTEM DATA ENTRY OPERATOR**

**JOB DESCRIPTION:**

This employee is responsible for the student system records associated with a school site during the regular and summer school sessions. The duties are varied and require the use of independent judgment and the development of systems to manage the accuracy of the data produced.

Duties of this position include but are not limited to:

1. Entering and maintaining student records to include demographics, grades, course records, health records, special programs, etc.
2. Entering and maintaining school records to include teacher records, course records, bell schedules, facilities data, etc.
3. Entering and verifying accuracy of records to include FTE reports, student schedules, student course histories, grade reports, special programs reports, demographics, etc.
4. Assisting with the completion and implementation of the master schedule, including the entering and maintaining of student course selections, etc.
5. Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. High school diploma or GED certificate. Previous data entry experience or the successful completion of a related training program may be substituted for a diploma or certificate.
2. Ability to work effectively with other people, including teachers, students, parents, administrators, college admission personnel, etc.
3. Ability to work with various kinds of school data, including the skill to learn new systems and how the various parts of a system relate to the whole.
4. Ability to enter data, accurately and in a timely manner, into existing computer systems.
5. Ability to organize one's work in order to meet various deadlines while maintaining daily data entry duties.

**DESIRED QUALIFICATIONS:**

1. Working knowledge of school operations and office procedures.
2. Minimum of one year of experience in entering data into a computer system.
3. Successful completion of related training programs in data processing or computer systems.