

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

DATA QUALITY ASSISTANT

Required Qualifications:

- High School Diploma or General Education Diploma (GED)
- Possess considerable knowledge of personal computer-based software programs, including Microsoft Word and Excel
- Knowledge of DOE and District rules and regulations pertaining to student data
- Ability to work independently and make decisions with minimal supervision
- Ability to communicate comfortably to administration, personnel, and public

Performance Responsibilities:

- Assist the Coordinator of Student Data Quality and Reporting by identifying and troubleshooting student data issues
- Provide follow-up support to both new and existing personnel
- Compile data and reports
- Interpret, analyze, and calculate reports from Department of Education pertaining to student data
- Follow-up with schools to ensure student data errors are corrected in the mainframe
- Enter student data and/or corrections from the schools
- Assist in preparing documentation manuals
- Conduct surveys in regards to training needs in Data Entry reporting
- Scheduling and maintaining training calendar
- Preparing materials for training sessions
- Disseminate data files to schools through the Electronic Distribution System
- Maintain Common Student Identifier per DOE procedures for student FTE reporting and recalibration
- Submit and assign Help Desk tickets for K-12 student and assessment data
- Attend trainings and provide follow-up assistance to all personnel
- Other duties as assigned by the Coordinator of Student Data Quality and Reporting and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Coordinator of Student Data Quality and Reporting and/or designee

Evaluation:

Annual evaluation done by Coordinator of Student Data Quality and Reporting and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Confidential Level J

Job Code:

63096

Board Approved: 01/26/2016

Revised: