

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

DATA ENTRY OPERATOR – TITLE I AND TITLE X
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Data processing experience
- Possess knowledge of computers, office equipment and software
- Considerable knowledge of mainframe software, word processing, spreadsheet and database programs
- Ability to compile data and prepare reports
- Ability to communicate effectively with administrators, personnel and public

Desired Qualifications:

- Knowledge of Department of Education (DOE), District and school rules and regulations pertaining to student data

Performance Responsibilities:

- Responsible for data entry, records and tracking of information pertaining to Title I requirements
- Responsible for verification of survey data for Title I and Title X
- Assist District Title I and Title X personnel in program documentation, reporting and records maintenance, and state monitoring preparation
- Assist District Title I and Title X personnel with taking meeting minutes
- Generate reports needed by District Title I and Title X personnel
- Assist District Title I and Title X personnel with presentation preparation Maintain records for extended learning programs, employee time and effort logs, and various school/district plans
- Assist in creating, inputting and reporting of Title I and Title X stakeholder surveys
- Assist with family involvement planning and implementation of district and school based family involvement initiatives Assist the Students and Families in Transition Social Worker with identifying homeless students and providing services
- Perform other duties as assigned by the Coordinator of Federal Programs and/or designee

Physical Demands:

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

Reports to:

Reports directly to the Coordinator of Federal Programs and/or designee

Evaluations:

Annual evaluation done by the Coordinator of Federal Programs and/or designee

Terms of Employment:

- 10-month employment
- Title I and Title X grant funded

Salary:

Salary based upon approved salary schedule – Confidential Level D

Job Code:

73096

Board Approved: 09/06/11

Revised: 06/10/14