

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union*

DATA ENTRY OPERATOR

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
- Knowledge of Department of Education (DOE), District and school rules and regulations pertaining to student data
- Ability to compile data and prepare reports
- Ability to communicate comfortably to administrators, personnel and public
- Ability to work independently and make decisions with minimal supervision

Performance Responsibilities:

- Responsible for all student information data entry at the school
- Maintain data for all programs
- Responsible for all data pertaining to FTE and all state surveys
- Work closely with Staffing Specialist and other appropriate personnel to keep all Exceptional Student Education (ESE) records accurate for state reporting
- Prepare master course list for the following school year
- Input student information data pertaining to grades, test scores, schedules, student address and phone changes, parent information and health information
- Input student schedules and attendance and maintain records for summer school and Saturday School (if applicable to site)
- Interpret, analyze and calculate all reports received from the Technology and Information Services Department (TIS) and DOE
- Program and generate reports needed by school personnel
- Input daily attendance and maintain records (notes, calls, etc.) pertaining to student absences in compliance with state laws regarding attendance
- Responsible for all student records: receive, send, electronic transmittal, register, maintain, withdraw and prepare for microfilm
- Attend regular scheduled meetings with TIS for updated information and training
- Assist TIS and other secretaries in trouble-shooting terminal and data communication problems
- Perform other duties as assigned by the principal 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 principal and/or designee

Evaluation:

Annual evaluation done by principal and/or administrative designee

Terms of Employment:

12-month employment

*If designated as confidential clerical position at site, non-union

Salary:

Salary based upon approved salary schedule - Noninstructional Level K

If designated as confidential clerical position at site, see salary schedule - Confidential Level D

Job Code:

73096

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11