

## **Hernando County School Board Florida**

FLSA: Non-Exempt, Non-Union

<b>DATA ENTRY TECHNICIAN - ESE</b>
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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
- 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 and monitoring of the data base for confidential Exceptional Student Education (ESE) data that is utilized for audit and compliance information district wide.
- Responsible for all student information data for ESE
- Maintain data for ESE programs
- Responsible for ESE data pertaining to FTE
- Work closely with Staffing Specialists and other appropriate personnel to keep all ESE records accurate for state reporting
- Maintain records for Extended School Year
- Interpret, analyze and calculate all reports received from the Technology and Information Services Department (TIS) and DOE
- Program and generate reports needed by ESE personnel
- Responsible for all ESE student records: receive, send and electronic transmittal
- 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 Director of Exceptional Student Education and Student Services 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 Director of Exceptional Student Education and/or designee

**Evaluations:**

Annual evaluation done by the Director of Exceptional Student Education and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Confidential Level J

**Job Code:**

73096

Board Approved: 07/27/10

Revised: 05/17/11, 06/10/14