

Secretary, Data Entry S4/11

JOB DESCRIPTION

POSITION TITLE

DATA ENTRY SECRETARY - S 4

MINIMUM

q Proficient computer skills, especially in word processing and spreadsheets and data systems management.

QUALIFICATIONS

q Working knowledge of schools and their schedules.

q Organized, detail oriented, possess analytical skills and produces work on schedule.

q Ability to work independently and as part of a team.

q Strong leadership and communication skills.

q Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Director of Educational Media & Technology, K-12

PRIMARY RESPONSIBILITIES

- 1.** Assist in building and maintaining school master schedules.
- 2.** Prepare standardized testing schedule and materials.
- 3.** Train/assist guidance counselors and other staff in computer use
- 4.** Input and maintain student interim/discipline information database.
- 5.** Maintain accurate class enrollment data
- 6.** Generate absence/tardy reports for building administrator.
- 7.** Organize and develop activities/club/study period for building.
- 8.** Responsible for maintenance and troubleshooting of school network system.
- 9.** Input and generate all student report cards, honor rolls and grade reports.
- 10.** Assist with coverage for main office when necessary.
- 11.** Provide secretarial support in all school offices as needed.

TERMS OF EMPLOYMENT 11 Months / S-4 Salary Guide

Salary as per SOMEA Agreement