



# SOUTHWEST

## S C H O O L S

<b>POSITION TITLE:</b>	Data Specialist Elementry	<b>DEPARTMENT:</b>	Administration
<b>STATUS:</b>	Exempt/FT	<b>SUPERVISOR:</b>	Assistant Principal
<b>SUPERVISES:</b>	N/A	<b>REVISED:</b>	6/10/09

### POSITION SUMMARY

This position is responsible for all student data (attendance, registration, etc.), records, and PEIMS reporting.

### RESPONSIBILITIES INCLUDE

- Receive, classify, reconcile, consolidate, and summarize student documents and information
- Utilize computer hardware and software and other standard office equipment for recording, storing, retrieving, and presenting information
- Maintain and manage school procedures manual
- Maintain and audit CNP, payroll, enrollment, student data, and others as assigned
- Process documents in accordance with established procedures and monitor to assure completion.
- Provide key support, including performance of a wide variety of specialized clerical duties involving compiling and arranging data, making computations, conceptualizing and preparing reports, processing and coding documents, and maintaining specialized and comprehensive records and filing
- Set up and prepare statistical reports. Resolve discrepancies and communicate with a variety of administrative and professional employees within and outside the organization
- Compile regular and special reports
- Communicate enrollment data to the central office
- Explain programs to parents and community members
- Maintain and manage appropriate student records
- Report and train teachers on reporting attendance appropriately
- Assist Principal with monitoring student data (attendance, enrollment, report cards, testing, etc.)
- Work with the central office PEIMS coordinator to ensure proper records are being maintained
- Monitor student attendance
- Maintain master schedule in RSCCC
- Communicate with parents about necessary paperwork and programs for student enrollment
- Assist the Assistant Principal in the coordination of transportation and registration for field trips and special activities
- Assist the Principal in checking and inputting the payroll transactions for employees, filling reports and paperwork as backup for generating payroll, and producing report before payroll is approved
- All other responsibilities as delegated

## QUALIFICATIONS

- Previous experience in data reporting preferred
- Ability to multi-task and get things done in a timely manner.
- Computer skills (Excel, RSCCC, Word processing)

## ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

**This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Southwest Schools maintains the right to assign or reassign responsibilities to this position at any time.**