Data Clerk

Title: Data Clerk
Reports to: Principal

Primary Function:
Record keeping of student permanent records, report cards, student schedule

Requirements:
Education Level High School Graduate required; related degree preferred

Skills/Knowledge:
• Computer and recordkeeping skills (Experience with Infinite Campus SIS preferred)
• Strong organizational and time management skills; attention to detail
• Experience working in a school environment preferred.

Essential Duties:
• Processes new student enrollment and updates existing students annually
• Create and maintain student permanent records
• Student data entry
• Processes state data collection reports
• Generates reports and provides information related to the charter and other applicable school reports
• Perform general office duties; including but not limited to covering front office, receipting money, and other office functions
• Maintains confidentiality at all times of staff and students’ records by refraining from speaking or communicating outside of a private school setting with or around unauthorized individuals.
• Monitors behavior within school and intervenes when necessary.
• Demonstrates professional and ethical practices consistent with school handbooks, policies and procedures.
• Works cooperatively and communicates professionally with school administrators, other special support personnel, colleagues, and parents.
- Demonstrates regular attendance and is punctual.
- Attends and participates in faculty meetings, collaborative meetings with colleagues, and other assigned meetings and activities in accordance to school policy.
- Models correct use of language, oral and written.
- Acts in a professional manner and supports responsibility for the total school program, its safety, good order, and success.
- Is neat, clean, and appropriately dressed.
- Performs other duties assigned by the Principal and/or Data Collection Manager.